

Minutes of the Bayside Condominiums of Brevard Condominium Association Annual Meeting held Thursday February 16, 2017 6:00 pm

Call to Order: Craig called the meeting to order at 6:05 pm in a meeting room at the Radisson Resort, 8701 Astronaut Blvd Cape Canaveral, FL

Proof of Notice of Meeting: Craig confirmed that notice was mailed and posted more than 14 days in advance and emailed two more times.

Presidents Message: Craig thanked all who took the time to attend this meeting. He then thanked the board members who worked tirelessly this year to make sound decisions and took their fiduciary responsibilities seriously. He noted that John Roberts served his two years and has agreed to serve two more. Bob Behling served his first year again as Treasurer and VP. Denny served as Secretary for his first year and Suzie Carter has served the last two years and after many years of service has decided to step down from service. She was thanked for many years of service to her community. Craig then thanked Reconcilable Differences for their service the last eleven months. Their attitude and responsiveness have been great to work with and we look forward to another year with them.

Approve Minutes from Last Meeting: The past management company did not provide minutes of the last annual meeting, so there are none to approve. Without a quorum of owners, the association could not approve them yet anyway.

Reports from Officers: Bob Behling, treasurer, reported that the bank balances show that the association funds are not over \$250K at any one bank. The reserve accounts have a total of \$207,617.46. In 2016, the association had a \$556,000 budget. We ended the year \$595.61 over that budget; a 1.07% overage. If you take out the hurricane Matthew costs, we would have been \$6K under budget.

The Review of last year's records is being completed by William Jackson, CPA – we should have the report back and available to owners by the end of March. We saved \$102K in reserves in 2016. A reserve study was completed last fall and will help the board analyze needs in 2018. We will be moving funds out of SCCU and starting a new relationship with Florida Community Bank.

Reserves: Soffits on the high-rise buildings are in bad shape. The hurricane damaged them and all need replacement. A bad repair was done a few years ago, (steel screws through aluminum brackets), so now all will need to be replaced. It will be expensive because of the height of the buildings and the non-level areas around the buildings making man-lifts unusable.

We will be looking at an assessment of approximately \$500, but currently have no costs. The engineer is working on specifications and then we will obtain bids. A resident asked if current reserves could take care of these expenses. Bob said they could, but within 3 years, the high-rise roofs need replacement and that cost will exceed what we are already funding.

Committee Reports: Craig noted that there are currently no committees. These will be assigned in the new year if there are volunteers willing.

Establishment of a Quorum: Gabrielle from RDI confirmed that 17 units were represented by proxy and 28 units were represented in person, for a total of 45 units represented. Fifty-one (51) were needed so no quorum was met.

2016 Highlights: Craig reported that 2016 was a busy year: conversion from old management to new in March; high-rise drain sleeving completed; reserve study performed; a full CPA audit was conducted and resolved an old accounting issue; high rise tile roof project completed; townhome drains cleaned; asphalt resealed and lines painted; all pond fountains are now operational; pool leak was repaired, the skimmer and heater elements replaced; the a/c in the pool house was replaced; installed a new flag pole; carp were stocked in the pond. Owners voted to opt-out of retrofitting more fire sprinklers, lights in the A building garage were repaired; new holiday decorations for the lamp posts were purchased after Christmas; driveway pavers of the townhomes were replaced or repaired; the association purchased a power washer that will be used by maintenance man to clean townhome driveways and trash rooms; we renegotiated the lawn, pond, and phone contracts to reduce costs. And as Bob reported, the association ended the year just \$6,000 over budget after \$13,000 in unexpected hurricane repairs.

Plans for 2017 include: a financial review since a full audit was conducted for 2015 and owners voted for a lesser accounting of 2016 records; high-rise soffit repair; repair of blisters on high rise roofs; repair of the steps and rails at the pool; finalize the new rules that were sent to owners for their input; finalize the reserve study. As an update to residents, elevator repair service company will be called out when needed, weekend or not. The safety of the residents comes first.

Open Forum: Bob Noak voiced his concern about the high-rise roof and the cat walk pressure washing in building A not being done. Kathy stated the paint on Building B is peeling; the contractor will be called to review warrantee; Lynn asked about Brighthouse's change to Spectrum; Craig reported the association was in the 2nd year of a 5 year contract that allows a 5% annual increase and changed service from basic to premium package; Craig reiterated that owners need to update their information with management, including vehicle information; AT&T is not responding to requests to return to clean up paint on sidewalks after they added fiber optic lines, the elevator floors are cracked. This will be discussed at the March meeting. Bonnie stated the high-rise lobbies need updating and Building A has pictures but not Building C. There was no quorum obtained to paint over the murals, so more options will be discussed. Karen encouraged the board to consider posting a sign at the entrance that visitors and contractors not park in front of buildings; she also reminded owners of the details of the upcoming Garage Sale on February 25th.

Unfinished Business:

The Garage Sale - will be on February 25th in townhome garages and pool area parking lot.

Owner Profiles -make sure to update information with management, especially vehicle details.

Light Bulb Replacement - LED bulbs will be used to reduce cost. This is an ongoing issue.

Rules - Comments and corrections must be returned by end of February in order to finalize at the March meeting.

Lawsuit – Universal Property & Casualty Insurance, who is used by a number of owners, has a suit against the association for \$7,674 plus interest and court cost; Association has tried to settle for \$4,000, Craig presented the options that the board has been discussing with attorney Chipman.

New Business: Lobby painting or renovation to be decided at a later date

Presentation of Board Members for 2017-18: Craig announced that he, Bob, and Denny will continue for another year, John will be serving a new 2-year term and he welcomed previous board member Gail Burch back to the board for a 2-year term.

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.

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Minutes of the Board of Directors Administrative Meeting

Call to Order: Meeting called was called to order at 6:56 pm in the Radisson meeting room.

Election of Officers: Craig motioned to keep Bob as Treasurer, have Gail be Secretary and Denny as VP. John seconded. All in favor. Denny motioned to keep Craig as president. John seconded. All in favor.

Craig motioned to approve the decision to use CPA Jackson for the 2016 review. Denny seconded. All in favor.

It was agreed that Treasurer, President, Secretary, and manager will sign checks. Denny seconded. All in favor.

Next Board Meeting: It was agreed that all board meetings will be held the 4th Wednesday of each month. The next meeting will be held March 22nd

Lobbies: Manager recommended the board set up a committee, with at least one resident of each building to give suggestions. Once the committee makes their suggestions with details and costs, a “written consent” vote can go out to all owners. We will need a 2/3 approval of owners to make a material alteration.

Adjournment: There being no more business to conduct, Craig motioned to adjourn at 7:01 pm. Denny seconded. All in favor.

Respectfully submitted,

Michelle Davis
Community Association Manager
Reconcilable Differences, Inc.
(03/06/17)

Gabrielle Porter
Administrative Assistant & CAM