

# CARMEL RETIREMENT CONDOMINIUM ASSOCIATION, INC.

## Minutes of the Board of Directors Meeting

held FRIDAY, MARCH 24, 2017

**CALL MEETING TO ORDER:** The meeting was called to order in the clubhouse at 6:00.

**ESTABLISH QUORUM OF DIRECTORS:** President Dottie Sauter, Treasurer Bill Bernard, Secretary Margie Roth, and Vice President Mary Hirst began the meeting. Member at Large Sharon Blincoe arrived later. Michelle Davis & Ted Manna from Reconcilable Differences and over 18 unit owners were in attendance.

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES:** Margie motioned to approve the minutes of the last meeting, held January 30, 2017. Bill seconded, all in favor.

**FINANCIAL REPORT:** Manager reported that as of February 28, 2017, the reports show \$73,830.00 in the operating account, \$125,382.00 in the Reserve account and that the association is \$149 over budget year to date. Accounts Receivable show \$2,078.00 overdue and owed by owners.

**OWNER FORUM:** Manager asked for owner input on any agenda items. She said owners could ask questions or comment on any agenda item, but then the board would ask for silence while they discuss and decide the many business matters on the agenda. Some owners were very upset that they could not blurt out whatever they felt like saying at any given time during the meeting. Manager confirmed that this is a board meeting and once owners gave their opinions, the board needed to get to work and owners could listen but must stay quiet. At that time, many residents left, quite angry at the changes being made.

**ACTIVITIES COMMITTEE:** Jean Cox has agreed to head a social group. She looks forward to holding Easter, Mother's Day and 4<sup>th</sup> of July dinners. She asked for a key to the office so she could get to the boxes of decorations. It was agreed that she will contact management and they will contact necessary point of contacts to let her in to retrieve decorations. Margie motioned to approve this group, with Jean heading it. Bill seconded, all in favor.

### OLD BUSINESS:

1. Roof Repair or Replacement: 1420: Ted stated that he had two companies bid replacement of this roof. One bid was \$21K and the other was \$19.5K. Cape Coast Industries told Ted they would reduce their bid to \$18K. After confirming that they will repair the bubbles and cuts, clean the roof and coat it, with a 10 year warranty, Bill motioned to approve Cape Coast Industries to do the work. Margie seconded, all in favor.
2. Elevator Repairs/Coordinator: It was confirmed that there are no current problems not addressed. Ted said one last electrical connection issue must be repaired before the state does their final inspection and issue the August 2016 permits. Dottie said that door reflectors were replaced at no charge, and the door guides are in good shape. Resident Carl Ott submitted a detailed description of items to check and if any maintenance issues come up, he is willing to help. He was gratefully thanked for his help & knowledge.
3. Clubhouse Drywall and Painting bids: Ted stated that on Friday, two of our maintenance men will be on property to patch the drywall and touch up paint. Once the drywall work is done, the carpets will be cleaned. Tony and Addella obtained a quote from UnBeelievably Clean for \$276. Stanley Steamer bid \$527. Ted was asked by the board to contact Capital Carpet Cleaning and Citrus Solutions to get other quotes.
4. AT&T Fiber Optic Option: Bill will speak with the salesperson and try to negotiate some free internet and phone options for the clubhouse, if we allow them to install their fiber optic lines in the utility easements. Ted will sit in on the meeting, if able.

5. Landscaping Report and Proposals: Mary stated that her out of pocket expenses for last year totalled \$169.47. This year, since January, she has spent \$192.29, totaling \$361.76. Building 1420 donated \$141, however they specified it must only be used for their building. Ted has communicated with Gator Lawn regarding their contract. The monthly total is \$1,150, which includes sprinkler tests and fertilizing. Mary has had problems getting Gator to communicate with her. The timing on the sprinklers has changed to come on at random times, so Mary & Carl will fix that. Margie motioned to approve modifying the rose garden and reducing the rock area. She also motioned to move stones and change the 1420 stepping stones. Bill seconded, all in favor. Mary brought up pest control and the fire ant problems. There was discussion on having the maintenance man handle this, but Dottie believes Bryan's Pest Control should cover this under his bi-monthly service.
6. Ted stated that the failed fire sprinkler heads will be replaced next Wednesday. Payment reminders have been sent to the three owners that have not yet paid.
7. Maintenance Job Description: Ted asked to table this while we get the employee up to speed and see what is really needed on the property.
8. Lights and Lighting: The flood light on 1410 may need replacement, but Ted will start with a new bulb. Florida Bulb & Ballast sent suggestions for replacement fixtures, but board members weren't thrilled with any of the choices. Management will wait for board to choose.

#### **New Buisness:**

1. Ratify Architectural Requests: Margaret Roth, unit #2204 requested approval for storm door and was approved. Denise Holihan, unit #2501 requested approval to add hurricane shutters. All was in order and was approved. Ryder, unit #1501 shows a drawing of windows with mullions, so Ted will call to let them know clear windows are the only acceptable replacements. Mary Bartuska, unit #2206 that was previously approved for replacement windows by the board was ratified.
2. Community Credit Union, Rockledge – Free Shredding will be done on May 6<sup>th</sup> 9:00 am -12:00 pm. The association will be taking two boxes of old info to shred. Maintenance man or a board member will take them. The bank offers this free service even to non-members.
3. Office Printer/Scanner: While it would be nice to allow the association office to fax, we would need to have an internet connection and/or phone line. The current office printer is old and the ink cartridges cost a lot. Dottie is willing to research costs on toner for a laser printer, versus cartridges for an ink-jet printer.

**OWNER INPUT:** Manager asked for owner's input on the agenda items. A few residents brought up the issue of getting a key from the Board of Directors for the office to retrieve decorations from the Storage room for the Activities Events. Management told the residents it is the board's responsibility to properly secure the records that are maintained in the office and the key would not be given out. Some residents became loud and other residents became upset because they could not hear or input their opinions. Management explained the proper procedure for a BOD meeting to which some residents didn't accept and walked out of the meeting, yelling. Management stated the police could be called if needed to maintain order.

**SET NEXT MEETING:** The next meeting will be set when needed, and an agenda will be posted per Florida Statute, at least 48 hours in advance.

**ADJOURNMENT:** There being no further business to transact, Dottie motioned to adjourn the meeting at 7:30 pm. Mary seconded, all in favor.

Respectfully Submitted,

*Michelle Davis*

Michelle Davis, CMCA, AMS, CAM 17226  
Community Association Manager