

CARMEL RETIREMENT CONDOMINIUM ASSOCIATION, INC.

Minutes of the Board of Directors Meeting

held Wednesday, July 7, 2017

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

ESTABLISH QUORUM OF DIRECTORS: President Dottie Sauter, Treasurer Bill Bernard, Secretary Margie Roth, and Vice President Mary Hirst attended the meeting. Director Sharon Blincoe did not attend. Michelle Davis & Ted Manna from Reconcilable Differences were present, and 10 owners were in the audience. Allegiance was pledged.

Explanation of Board of Directors Meetings: Margie stated that, as was discussed last month, board meetings are held for the board to handle business. Concerns and complaints need to be written up on the "Attention" forms that are kept in the clubhouse. They cannot be anonymous. And "town hall"-type meetings can be held separately if needed; that type of forum is for the residents to speak at. Once received, the attention form will be reviewed by board members and management.

APPROVAL OF PREVIOUS BOARD MEETING MINUTES: Bill motioned to approve the minutes of the May 10, 2017 meeting as written and posted. Mary seconded, all in favor.

Presidents Report: Roof on building 1420 was completed and was a job well done. Overall \$2K under estimated cost and it has a 10-year warranty. Dottie gave a big thanks to the Reconcilable team for an overall great job.

FINANCIAL REPORT: Manager reported that as of June 30, 2017, there is \$73,415 in the operating account, with \$7,778 in prepaid unit owner funds, for a net of \$65,637 in the operating account. There is \$122,615 in the Reserve fund. Year to date the association is \$1,392 over budget.

ACTIVITIES COMMITTEES:

Social: May pot luck dinner had a beginning balance of \$986.41 with \$0 expenses and income of \$70.75 for a total \$1,057.16. June breakfast had expenses of \$91.60 and income of \$61 for a total cash balance of \$1,026.56. Ice cream Social expenses were \$36.50 with income of \$35.00 for new balance of \$1,025.06. 4th of July Hot Dog Dinner had expenses of \$71.50 and income of \$112.00 for a new fund balance of \$1,065.65. The next activity meeting will be July 19th at 3pm to discuss the August calendar.

Landscaping: There has been nothing spent other than usual landscaping and irrigation. Today \$51.30 was spent for grass plugs to be used for around the rose garden. That was donated specifically for this project. We have used all mulch and will need to buy 3 more bags to finish up. Volunteers are not turned away, but please approach Mary Hirst to confirm what needs to be done and how to do it. At building 1420 there are 2 shrubs obstructing the view while driving out. Dottie will talk to Scott and see about getting this issue resolved at no cost.

Maintenance Report: Ted stated that the clubhouse carpet has been cleaned and smells better. The new garage light fixtures have been installed. Ted stated that 1420 has a new rooftop door and 1410's door is on backwards and he is trying to find a reasonable fix for that. He said it is imperative that new A/C change outs on the roof NOT be brought up through the elevator and roof doors because they ruin the doors, closers and thresholds. Other properties require that new A/C's be craned up, so management highly recommends this be mandated for future A/C replacements. There was much discussion about how craning will add about \$300 to the cost of a new A/C, but it is the proper way to handle new installations. With larger units being installed, dragging them through doors barely larger is not good for the property's doors or the new a/c's. The roof drainage does not have an easy fix and it is rotting the older door. Ted requested that as a short-term fix, let the cleaning lady or Tony know if there is sitting water and it will be mopped up.

Architectural Review/Approval: Unit # 1401 Blissis Hurricane Shutters: Board agreed that shutters maintain the integrity of the building, and the owners submitted photos and forms.

Also ratified was Emma Posik storm door in building 1410, unit 1206. Dottie motioned to approve both requests, Bill seconded, all in favor.

OLD BUSINESS:

1. **Irrigation/ Lawn Company:** Currently Carmel pays Gator Landscaping \$1,050 per month for mowing, edging and fertilization. He asked to take the \$250 per month out of his contract for irrigation, so we currently have no one checking and replacing heads. Precision Grounds Maintenance bid \$1,000/month for all grounds maintenance. Another one or more bids will be obtained.
2. **AT&T Fiber Optic Option:** They confirmed to Bill that they would not give a free internet line, so that is confirmed, but the attorney is looking over the contract now, before giving the ok to allow fiber optic installations for the future.
3. **Lights and Lighting (Garages B&C, C/H, and Both Buildings):** Twenty lights were ordered and installed and look good. The board will look at adding more new lights in the future.
4. **Office Printer/Scanner:** Was purchased at a great price, thanks to Dottie. Task completed.
5. **Doors & Locks:** All have been repaired. But some doors are not always closing. This is a security issue. Ted will have them adjusted. An email can be sent to all residents to ensure they check each door as they pass through it. Trash chute room doors are banging and the latches don't work. Ted will meet with the locksmith next Wednesday to discuss this further.

New Business:

1. **New Attorney:** Management recommended Paul Wean to represent the Association and the Board agreed. His representation letter was signed so that the AT&T contract can be sent for legal opinion before signing and allowing fiber optic lines to be installed. Bill motioned to hire Wean & Malchow, PA. Margie seconded, all in favor to hire this attorney.
2. **Reminder to complete attention forms in C/H, Online or call RDI:** Margie reminded all to complete the forms or call management, and to not stop a board member to complain.
3. **Security:** Dottie motioned to have the residence keys moved from the electrical rooms to the office where they would be double locked behind 2 doors that others do not have access to. Bill seconded. Vote: Three in favor, with Margie voting NO.
4. **Elevator Components re: Security:** There is a programming issue and Ted is aware and working with Thyssen Krupp to take care of this.
5. **Trimming Palms Before Hurricane Season:** Scott will be asked if it is part of his contract. If not, Ted will get bids from known trimmers.

OWNER FORUM: No questions from the audience.

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 7:23 pm. Mary seconded, all in favor.

Respectfully Submitted,

Michelle Davis

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