

# HARBOR OAKS CONDOMINIUM ASSOCIATION, INC.

## Board of Directors' Meeting Minutes

Thursday, June 14, 2018

West Pool House, 201 International Drive, Cape Canaveral, FL

**1. CALL TO ORDER & BOARD QUORUM ATTAINED:**

The meeting was called to order at 10:02 AM. A quorum was established with the attendance of President Bryan Ellsworth, VP Robert Parlin, and Secretary Jill Prince by speakerphone. Michelle Davis & Ted Manna were present from Reconcilable Differences. The meeting agendas were posted in four places onsite on Tuesday, more than 48 hours in advance of this meeting. Six owners attended.

**2. APPROVAL of PRIOR MEETING MINUTES:**

Rob motioned to approve the March 12, 2018 meeting minutes approving the seawall. Bryan seconded, all in favor. Rob motioned to approve the Organizational Meeting Minutes of March 28, 2018 as written by Showcase. Bryan seconded, all in favor. Rob motioned to approve the April 27, 2018 Special Assessment meeting minutes approving \$1200 per unit for Roof Replacements. Bryan seconded, all in favor

**3. RATIFY ROOF REPLACEMENTS CONTRACT with CHILLEMI RESTORATION & ROOFING:**

Bryan motioned to approve the contract for New Shingle Roofs with Durolast roofs on 6 flat areas of those roofs, Durolast under all A/C units on all three roofs, and hardiplank privacy walls around those A/C units for \$135,026.00, \$74,528 for a Durolast roof on midrise 6, and Tile Roof Replacements on both midrises for \$9,800, a total of \$221,254.00. Rob seconded, all in favor. Bryan said the company is safety conscious and their employees will wear safety vests with the name of the company.

**4. RATIFY LANDSCAPE CONTRACT with BRIGHTVIEW:**

Rob motioned to approve the grounds maintenance, mowing and trimming of shrubs and trees, and irrigation checks for \$2101.25 per month with Brightview. US Lawns also bid but was about \$5K more. And the hourly rate for irrigation repairs was also higher. Mulch and palm trimming were bid but would be an extra cost. Bryan seconded, all in favor.

**5. RATIFY JANITORIAL CONTRACT with USA COMMERCIAL CLEANING:**

Gleem Team and USA bid cleaning the pool areas, bathrooms, walkways, elevators, stairwells and common windows. Rob motioned to approve the contract with USA for 3 days per week of janitorial work at \$1,295 per month. This also includes annual mildew treatment on all sidewalks and semi-annually power washing both pool decks. Bryan seconded, all in favor.

**6. RATIFY DRYWALL & LAUNDRY ROOM REPAIRS:**

Rob motioned to approve using Better Builders, LLC for replacement of drywall affected by the roof leaks and issues in some laundry / storage closets in three units. Bryan seconded, all in favor. Six units need screen repairs, and there are three front door issues we are obtaining bids for.

**7. RATIFY MANAGEMENT CONTRACT:**

Bryan motioned to approve the contract with Reconcilable Differences for full management and bookkeeping, including a website page, and oversight of maintenance and contractors. Their cost is \$1,650 per month. Rob seconded, all in favor. Bryan thanked RDI for help when requested and really spending time getting to know the needs of Harbor Oaks. He also said they do not handle sales or rentals, so there will be no conflicts.

**8. FIRE ALARM REPAIRS; FIRE MARSHAL VISIT:**

ADS did the annual alarm testing at the midrises and found some faulty horns and pull stations. ADS bid one building of repairs but not the other. ATP bid both buildings and their price was lower than ADS. Rob motioned to use ATP for the repairs. Bryan seconded, all in favor.

**9. BULLETIN BOARD POSTING:**

Michelle asked for approval to purchase 3 bulletin boards and PVC notice holders for 2 elevators. Exterior weatherproof bulletin boards on Amazon are about \$120 each. A resident felt putting notices on the trash doors will be seen by more owners. All agreed, and there is an overhand on those doors, so plexiglass notice holders will be used.

**10. MAINTENANCE MAN CHANGE:**

Because of the hiring of USA Cleaning and Brightview Landscaping, the need for a only part time maintenance is needed. David could not take a job with less than 40 hours per week, so his services were terminated. He was given fair severance. Tony Manna will be on site Tuesdays and Fridays as needed for now, and the list designed by the committee will be modified to only show actual maintenance, since a lot of the list was janitorial needs.

**11. UPDATE on MAINTENANCE REQUESTS:**

Ted stated that RDI took over with 75 uncompleted maintenance requests dating back to January 2017. Since they took over, there have also been Fire Marshal deficiencies, Elevator Telephone issues, and mold concerns from residents. Asphalt sealing bids are being requested.

Attention forms on line at [www.RecDif.com](http://www.RecDif.com) or paper requests at the maintenance garage are requested from anyone needing repairs. This is the only way we can track them. Verbal requests cannot be handled accurately.

**12. FINANCIAL REPORT:**

Michelle stated that, based on the records she has received and the one month that RDI has handled the bookkeeping, the Association shows \$122K in the Operating Account and \$396,093 in Reserves. There are 2 Reserve bank accounts that we cannot get access to, so need to find past signers who can help change the accounts over to the new board. There is \$91,290 in outstanding accounts receivable, but many have made payments in June and management will work diligently to lower that total. Year to date, based on information we have received, the Association is \$23,830 under budget. The CPA will be asked to help obtain access to the 2 bank accounts.

**13. OPEN DISCUSSION**

Mosquito control was discussed. The city does spray, so owners are asked to call the city when they have an issue.

Flags will be purchased for back-up, and small flags will also be replaced for holiday use.

Irrigation questions arose. Brightview has a lot of work ahead and are making their priority lists.

The new shoreline rock and sod are almost complete. There was some washout but the company will repair it. They have not received any payments yet. Chillemi Roofing will be starting soon. Permits are in hand. The work should take most of the summer and should be completed by end of September, barring weather issues.

There are some moisture and buckling issues in building 7. Management felt these needed a licensed engineer, so Keystone Engineering will be asked for a bid to investigate and write a report on the issues.

A new air conditioner is needed in the clubhouse, and a new portable A/C unit is needed in the elevator room.

Mailbox keys and amenity keys were discussed. Mailbox issues require a visit to the post office with proof of residency, and the Board will make some copies of keys to the pool.

The old landscape equipment may be sold, but some of it may be kept to use as needed, such as the trimmer.

**14. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 11:00 AM.

Respectfully submitted,

*Michelle Davis*

Michelle Davis, CMCA, AMS, LCAM  
Reconcilable Differences, Inc.