

Punta Rassa Condominium Association, Inc.
MINUTES
Special Assessment Meeting
Building IV Roof Replacement
May 27, 2005

Mr. Neuhauser, President, called the meeting to order at 2:40 p.m. Directors present in person were Matt Grogger, Gail Christensen, Zep Macherowski and Linda Deason. Mr. Adams was present via speaker phone. Mr. Potter was absent.

SPECIAL ASSESSMENT – BUILDING IV ROOF REPLACEMENT.

Bud Neuhauser, President recognized Debra Vogt, Association Manager and she gave a report on the roof replacement project. Among the topics discussed were the overall specifications and request for proposal process, Sy Elakman, President of Elakman, Inc. and his part in the supervision of the construction process, the contractors who submitted bids, Cingular Wireless and their roof antennae, the selection process of vendors and the contract for work. An addendum to the contract was proposed to require that any Change Order on the contracts must be approved by the O. R. (Owner Representative), Sy Elakman of Elakman, Inc. and two of three appointed Board members. The members appointed to execute change orders were Bud Neuhauser, President, Linda Deason, Director and Matt Grogger, Vice President. The addendum requires the signature of the President, Bud Neuhauser and one of the other two directors mentioned above. Debra Vogt, Association Manager will serve as the contact person for Sy Elakman and will contact Board members if there is a change order that needs to be executed.

A MOTION was made by Matt Grogger to accept the contracts with Mabry Brothers, Advanced Roofing and Sheet Metal and Elakman, Inc. including the addendum. The motion was seconded by Zep Macherowski. The motion was unanimously approved.

The Special Assessment Letter to the owner's was reviewed by the Board. It was suggested that the letter contain the information that Cingular is responsible for the removal and replacement of their at equipment at their expense.

A MOTION was made by Matt Grogger to approve the letter to owners of Building IV with revisions. The motion was seconded by Gail Christensen. The motion was unanimously approved.

A MOTION was made by Gail Christensen to adjourn the meeting. The motion was seconded. The meetings adjourned at 4:00 p.m.