

MINUTES

BOARD MEETING

OCTOBER 21, 2005

The meeting was called to order by Bud Neuhauser and all members of the Board were present.

Approval of Minutes:

A motion was made by Gail Christensen and seconded by Bud Neuhauser to approve the minutes of the following meetings: 8/12/05, 8/13/05, 8/17/05, 8/29/05, 9/20/05 and 9/21/05. The motion passed unanimously.

Manager's Report:

- 1. Building III – Fire Alarm System Installation.** Met with project Manager and he said that they plan to complete the project on Thursday or Friday of this week.
- 2. Building IV – Roofing Project.** Met with Sy Elakman, Roofing Consultant and the air conditioning work is completed and he has recommended payment. The roofers have approximately $\frac{1}{4}$ of their work to complete and will be ready for inspection sometime next week, depending on this week's weather. Sy assured me that the roofing materials and the chute will be secured in the event of Hurricane Wilma.
- 3. Building I – Lanai Renovation Project.** I completed the fourth walk through of the Building with Ed Tharpe on Friday. There are only two items remaining to be repaired on the list of the 20 units that required follow up. Those repairs will be completed today. A letter will be sent out next week to inform owners of the completion of the project and the correspondence between April 1 and 10/31/2005.
- 4. Building III – Roofing Project.** I interviewed roofing consultants and have located a very qualified and well recommended consultant, Scott Bonk. His scope of services, references and price proposal are available for review.
- 5. Building II, III & IV – Lanai Sliders.** The balconies have been x-rayed and confirmed the findings of the engineer, Kosnoski. The Building II and III do not currently have the support necessary to mount sliders on the knee walls. An engineering study would have to be contracted to determine a method by which it can be accomplished. Building IV does have the support to facilitate the installation of sliders on the knee wall. However, in the interest of consistency, I would recommend an engineering study so that specifications of the

installation could be approved by the Board before any additional sliders are installed.

6. All Buildings – KONE
7. Buildings II, III and IV – Store Rooms. In previous associations that I have managed there were rules regarding the use of common storage areas. Some of their procedures included:
 - a. Residents signing out for a key to the common storage units in their building.
 - b. Residents being asked to use the common storage unit on their own floor or one on a floor above or below them.
 - c. Residents clearly labeling (name/unit/date) their belongings.
 - d. Residents being asked not to store flammable, toxic materials in the storage units.

The storage units are in terrible shape right now. If a new policy is adopted, I would like to suggest giving the residents an opportunity to label and clean out materials that should not be stored and then allowing maintenance to clean out all other items in the storage units and give the items to charity or have condominium yard sale.

8. Pool Resurfacing – The pool resurfacing is almost complete and it is hopeful that it will be ready to open by this weekend, depending on the weather. When it is ready to reopen, if weather allows, I will put up a sign in the Buildings letting everyone know that there is a 5pm-6pm informal gathering at the pool for the reopening. It will be Bring Your Own Beverage and Appetizer. There are a lot of owners returning and it might be an opportunity for everyone to get reacquainted.
9. Pool Area – The deck has been refinished. The bar has been repainted and the equipment room at the spa has been painted.
10. Grounds Maintenance – The grounds have been thoroughly weeded, sprayed for pest control, fertilized and trimmed. Mulch has been distributed in all planting beds.
11. Maintenance Building – Code Violation. The money to return the parking spaces as were described in the Original Development order were figured into the 2006 Budget and I am in the process of getting bids on the project.
12. I made the following recommendations for new Accounting/Office Operating Procedures at the last Special Board meeting to discuss the Budget. They are attached. Your packet of September Financial Information reflects these changes.
13. Current Maintenance projects include: repainting of all parking curbs, installation of piling caps on long dock, repairing the landscaping retaining wall at the long dock, painting of all stairwell doors that are not in the 1/3 group to be replaced, painting all

- dumpster rooms and building access ramps and completion of all painting of ground floor ceiling piping.
14. Steeven Knight was notified of the formation of the Gate Committee. He will contact me when he has the information from his supplier regarding the gate to share with the committee. At that time, I will arrange for a meeting.
 15. Steeven Knight will be making a presentation at the Annual Meeting regarding the status of the Marina.
 16. I have prepared a letter for the Board to review regarding the equipment and sales trailer that is now located on the property in front of Building I where we have an easement that specifies a limit on any structure in excess of 6' that obstructs the view. The letter states that the Board is allowing the access for only the period of time that it takes complete his marina offices with the understanding that if that period of time exceeds January 31, 2006 an extension of this understanding will be required for his continued use by the Board.
 17. Maintenance Department Staff Member. I am pleased to announce the addition of Frank Auer, as our second member of the maintenance staff. He will be starting his third week on Monday.
 18. Annual Meeting – There are approximately 20 reservations for the Annual Meeting at this time.
 19. Holiday Decorations –What, if anything, has been done in the past to decorate for the holidays?
 20. A flag has been ordered for the retention pond area.
 21. The rugs and waste containers have been put in all Bldgs. Except for Building IV and they will be put in when the roofing project is completed.
 22. The Sheriff was called on fishing pier trespassers and citations were issued. This seems to have cut down on the number of trespasser calls.
 22. Hurricane Wilma Preparedness is scheduled to begin on Friday. The minutes of the Hurricane Preparedness Committee were posted on the website. Please take steps now to bring in all items from common areas and balconies. Any items left in the common area will be placed in storage rooms on Friday. The association is not responsible for any item that has to be removed from a common area in the preparations for a Hurricane. Hurricane Updates and Procedures will be posted in the areas between the building elevators and on the website. The Office has been designated as the pre and post storm meeting place. All volunteers will meet here post storm to assign clean up and damage assessment responsibilities.
 23. Will the Board Meeting be held on the Third Wednesday in November?
 24. Dell Adams has volunteered to head up the Building I Generator Committee. David Charles, Esco Energy Services has volunteered his

time to review the generator proposals on behalf of the committee at no charge.

25. In November, I will be working on the preparations for returning owners, the annual meeting, the Office Operating Rules and Procedures Manual, Inventory and Maintenance Operating Rules and Procedures Manual.

26. A report of all completed Work Orders was prepared and sent to the Board.

27. The month of September and October have accomplished:

- a.) The conversion of all data to QuickBooks
- b.) The completion of all adjusting entries as required by the audit.
- c.) Notice of Special Assessment Meeting – Deficit/Capital Contribution Mailing
- d.) Notice of Special Assessment – Deficit/Capital Contribution Mailing.
- e.) First Notice of Annual Meeting Mailing
- f.) Second Notice of Annual Meeting Mailing.

A motion was made and seconded to authorized Debra to obtain an estimate for an engineering study to address the issue of precisely what will be necessary to install sliders on the lanai walls in Buildings II & III. The motion passed unanimously.

The board authorized Debra to inform owners that it is necessary for them to label those items in storage with their names and unit numbers by February 21, 2006. After that date, unlabeled items will be removed from the storage units.

A motion was made that there would be not be a regular Board of Directors meeting in November. The motion passed unanimously.

A motion was made by Reid Potter and seconded by Gail Christensen to permit holiday front door and lanai decorations during the time period of December 1, 2005 through January 15, 2006. The motion passed unanimously.

A motion was made by Matt Grogger and seconded by Linda Deason to adopt the Accounting and Office Procedures as proposed by Debra Vogt. The motion passed. In favor: Bud Neuhauser, Matt Grogger, Linda Deason, Reid Potter and Gail Christensen. Opposed: Dell Adams and Zep Macherowski.

Motion was made by Reid Potter and seconded by Dell Adams to payoff the \$151,500.00 note at Edison National Bank. The motion passed unanimously.

Committee Reports:

The Gate Committee chaired by Linda Deason reported that the item to approve or disapprove of the gate could not be on this election ballot as advised by legal counsel. At this time there was not enough information available to define the placement of the gate, the type of gate entry system or any easement issues that may be involved. The committee will continue to meet with Steeven Knight to clarify these issues.

The Generator Building I Committee chaired by Dell Adams will report at a later date.

Volunteers for Election Ballot Counting:

The Board asked Debra Vogt to contact the following persons to volunteer for Election Ballot Counting: Evelyn Potter, Sue Grogger, Jean Lang, Grace Ulrich, Carol Smalley, Shirley Lance and Sara Wilson. Eight volunteers are necessary and Debra was asked to contact additional volunteers.

Approval of Easement Agreements:

A motion was made by Reid Potter and seconded by Zep Macherowski to table the discussion of the easement agreements as provided by legal counsel for Steeven Knight until our attorney had an opportunity to review the documents. The motion passed unanimously.

A motion was made by Gail Christensen and seconded by Bud Neuhauser to adjourn the meeting. The motion passed unanimously.