

PUNTA RASSA CONDOMINIUM ASSOCIATION
Regular Board Meeting
September 20, 2006

Open Discussion- *Hendrik DeZeeuw*, Building 3, discussed the e-mail to the board members concerning water intrusion in the elevators and his observations. Kirk Bliss responded that maintenance checks the pits of the elevators after each major rain and if necessary the water is pumped and that the engineering company was evaluating the water intrusion.

Rita Simpson, Building 2, inquired about the status of the plan to add a slope in front of the elevators that had been adopted in the past. Mr. Potter advised that this was being investigated by the Jenkins & Charland, Inc. Engineering firm hired by our management company.

Marilyn White Hansen, Building 2, discussed the water intrusion in her unit and that she had ordered and received a new slider window for the guest bedroom and that she was waiting for permission to install the window before further damage to her unit.

Hendrik DeZeeux, Building 3, reported that the paving in front of Building II had not been properly sealed. Kirk Bliss advised that the asphalt had been purchased for a fraction of the normal cost and that Jeff and Matt Grooger had approved the pouring to fill in the sink holes in front of Building II.

Jerry Dehm, Building 2, questioned if Mrs. Hansen would have an opportunity to speak when the association had the meeting concerning the installation of new windows for all units. Mr. Potter advised so.

Call To Order-The meeting was called to order at 9:45a.m. by Reid Potter, Vice-President.

Roll Call of Directors-The board members present were Reid Potter, Linda Deason, Gail Christensen, Bud Neuhauser, Thom Davis. Kirk Bliss our property manager was also present.

Approval of Minutes-Reid Potter asked for an approval of the August 16, 2006, board minutes. Gail Christensen made a motion to approve the minutes. Linda Deason seconded. Motion passed unanimously.

Mr. Potter recognized from the floor Mandra Stewart, with VCI Group, Inc. on behalf of Nextel. Ms. Stewart handed out information packets to the board that was in response to Mr. Potter's letter dated July 20. Nextel has requested that a generator be placed on the roof of Building III providing standby power in the event of storms or catastrophes. She answered questions concerning the installation, structural load and vibration of the generator on the rooftop of Building III. She explained that TECO would be responsible for getting gas to the building and that she would contact that company to provide a detail plan before any further decisions were made. She further explained that PRCA would be able to tie into the gas line in the future. We would not be able to increase rental fees under our current contract. She could provide references for other generators installed.

The board agreed that **our** engineer would have to study the impact of installing the generator on Building III roof.

Manager's Report-Kirk Bliss reported that the Fire Department wants fifteen fire exit stairwell doors replaced immediately. Mr. Bliss advised that the fire department approved the replacement of two doors and they should be received in about 2 weeks. The other doors will be ordered in a timely manner. The doors cost \$2300. each plus tax.

The parking lot fixtures and poles have been received and installation will begin this week.

Mr. Bliss provided a first rough draft of the engineering report. Jenkins & Charland, Inc. Engineering and DelNay Engineering conducted limited visual observations of the mechanical, electrical fire protection, roofs, fire doors and exit doors at the four condominium buildings. The management will meet with the contractor to review and finalize.

Mr. Bliss reported that the new landscaper Gardner Case Landscaping has taken over the landscaping duties. Major drainage work by the fountain to control flooding and a drain tile system has been installed in the back of the pool area extending to the tennis courts to control flooding. The landscaper transplanted two palm trees in preparation of the installation of the sidewalk.

Some repairs were made to the asphalt in front of Building II and IV and also the maintenance building.

Mr. Bliss made a recommendation to terminate the contract with our current security company and to hire Kent Security. He has worked with the company and feels we can rely on them. PRCA current security company has not been dependable. The current cost for service is \$13.00 per hour and Kent Security had quoted a price of \$17.00 per hour. A motion was made by Mr. Neuhauser for Mr. Bliss to hire the new company and negotiate a lower hourly cost. Mrs. Deason seconded. Passed unanimously.

Mr. Bliss advised that management had walked the buildings and analyzed the cleaning procedures and has put together a detailed Building Cleaning Specifications. The details were discussed with Mr. Grogger and the cleaning company.

Treasurer Report-Mr. Bliss provided to the board financial statements for July 31, 2006 and August 31, 2006. He explained the income statement summary and compared the actual versus the budget items. He also discussed the delinquency report and the \$60,000.00 in unpaid fees. We have turned these owners over to the attorney for collection and he will communicate with our attorney as to the status of these payments. He would also discuss with our attorney what other legal action the association can take against these owners, specifically, if we can block additional purchases of units by delinquent owners. He also advised that to date all bills were paid. He would have the

management office setup a meeting with Mrs. Deason to go over financials and sign a signature card for the checking account. It was also discussed opening separate bank accounts for each building.

A discussion followed about the 2007 Budget preparation. Mr. Bliss said he would try and have the budget ready in two to three weeks for the boards review. Mr. Bliss advised the budget would incorporate the engineering study and be comprehensive.

Committee Reports-

- A. Building & Grounds Committee- Mr. Bliss had already discussed the improvements.
- B. Landscaping Committee- Gail Christensen advised that Mr. Bliss had already discussed the improvements and that she was pleased with the progress.

New Business-

- A. There was a discussion about the new signs on the property. Mrs. Deason expressed that we had too many signs and the signs were not well-designed for our property. Mr. Bliss offered that he was just trying to instruct the contractors as to the procedures when they entered the property and the **no parking signs** could be upgraded. Some of the signs in the lobbies had already been removed. No further action was taken.
- B. Mr. Bliss advised that the maintenance request procedures that were implemented in the lobbies were working.

Old Business-

- A. The parking lot lights will be installed this week.
 - B. Mr. Potter advised that the window replacement will be out to bid in a couple of weeks and next summer the installation will begin.
- Mr. Bliss advised that a letter was sent to Gulf Coast Builders in regards to the number of windows they installed that were leaking. He requested that the company take the necessary steps to conduct an inspection of all windows installed over the past 4 years.
- C. Mr. Potter advised that the engineering study for the roof replacement for Building II was still in progress by Jenkins & Charland, Inc.

Mr. Bliss and Dr. Christiansen had to leave the meeting at noon.

Mrs. Hansen asked when she would be able to install her slider window in the guest bedroom. Mr. Potter advised that a moratorium was in effect since May and he could not approve the request. She stated that she had made a request to Mr. Grogger in April and had not received an answer. Mr. Potter said that he would follow-up with Mr. Grogger and get back to her. She presented Mr. Potter with the specs on the window.

Mr. Potter made a recommendation to purchase a performance bond when the association installs the new windows. A motion was made by Mr. Davis that a performance bond is purchased for the installation of the new windows. Mr. Neuhauser seconded the motion. The motion passed unanimously.

Adjournment-Linda Deason made a motion to adjourn at 12:30. Mr. Neuhauser seconded. The motion carried.