

Bel Mare Condominium Association, Inc.  
Board of Directors Meeting Minutes  
January 29<sup>th</sup>, 2015  
FINAL

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Tuesday, January 29<sup>th</sup>, 2015 in the 2nd floor clubroom located at 130 Riviera Dunes Way. Fred Sperry, Bill Horton, Beverly Baugh, Nancy Boos, and Gary Schuster were present constituting a quorum of the board. Larry Courtney represented Condominium Associates (CA) and Tammy Goldman On-site Community Association Manager for Bel Mare Condominium Association.

**Call to Order**

Mr. Sperry called the meeting to order at 5:00 PM.

**Proof of Notice**

Mr. Courtney certified that proper notice was given.

**Dispense of the Reading of the Unapproved Past Meeting Minutes**

Mr. Schuster made a *motion* to dispense in the reading of the minutes from December 16<sup>th</sup>, 2014, Board Organizational Meeting. Mrs. Boos seconded the motion. *The motion carried unanimously.*

**Disposal of Unapproved Past Meeting Minutes**

Mrs. Boos made a *motion* to accept the unapproved Board Organizational Meeting Minutes from December 16<sup>th</sup>, 2014. Mr. Schuster seconded the motion. *The motion carried unanimously.*

**Construction / Recovery Report**

Mr. Horton reported that the roof top fans and automated elevator louvers will be wrapped up in January and that the residents should notice a reduction in the negative air pressure.

Mr. Horton announced that the Mediations has been rescheduled for the 9<sup>th</sup> and 10<sup>th</sup> of June 2015. The Dates have not been filed with the Courts, but should be by the end of the week.

**Financial Report**

Ms. Baugh reported on the Key Elements of the Year End 2014 Financials.

- **Revenues** are \$1,082 favorable to the Budget due to rental income from 2-202, and have helped in making up the shortfalls.
- **Expenses** are unfavorable \$6,738 to the Budget primarily due to aggressive Budget management. Water is \$43,000 negative for the year and, as previously reported, the increased cost of Management this year has been offset by the East Property acquisition being delayed. The result is net \$5,565 unfavorable for the year.
- **Collections** have been good. The Short Sale of 1-402 closed on November 28<sup>th</sup>, 2014 and is incorporated into the Y/E numbers. As of December 31<sup>st</sup>, 2014, no owners are more than one quarter behind on their fees at the end of November. Only one Owner (2-401) has not paid their 4<sup>th</sup> Quarter fees and the Association has turned the account over to the Associations attorney for collection. Only unit 2-202 remains on the Association's books and is rented for more than the quarterly dues.

Ms. Baugh concluded her report stating that the Financial Committee has worked with the Board and Management to target breaking even for 2014. The Association actually wound up ½ % over Budget. The Finance Committee will continue to closely monitor the budgets and support the Board and Management.

### Presidents Report

Mr. Sperry reported that he had done a calculation on the water and sewer charges. The total amount billed to the Association was \$69.5K and that amount is 2 ½ times the Association's Budget. Mr. Sperry explained that the increase in the charges was due to the City changing out the meters. On an individual Unit basis it is only \$47/month per unit.

Mr. Sperry reported that the Association is continuing 2015 with the same Budget that it had for 2014. The Association's goal is to complete the Mediation before Amending the 2015 Budget.

Mr. Sperry talked about the Medical Emergency involving an Owner's guest on Saturday, January 25<sup>th</sup>, 2015. EMS responded but required the assistance of the Security Guard in entering Building 2. Management is following up with EMS to resolve the issue.

Mr. Sperry stated how the Bel Mare Committees are major contributors to the Association's success. There are still opportunities for Owners that are interested in helping with the Finance Committee and Landscaping Committee. Mr. Sperry concluded by calling upon the Activities Committee to speak in regards to their plans for Activities in 2015.

- **Activities Committee – 2015 Events**

Nancy Boos spoke on behalf of the Activities Committee. Mrs. Boos explained that the Committee has five signature events that will be happening through 2015. The five signature events include Happy hour, Bunko, Poker, Just Jammin, and the Bel Mare Bash (in lieu of Spring Fling). The Committee will have other special events throughout the year and will announce them by posting in the elevators. After some discussion Mrs. Boos made a *motion* that the Board accepts the Activities Committee Signature Events for 2015. Ms. Baugh seconded the motion. *The motion carried unanimously.*

### Management Report

Mr. Courtney Reported on the following:

- **Un-deposited Checks:** Mr. Courtney explained that Condominium Associates had a bit of a glitch with the transition of Banks in December and early January. Several residents who paid their condo fees in December did not receive credits to their accounts in a timely manner. It was found that one of the Popular Bank lockboxes had not been cleared by the bank. The problem has been resolved at this point.
- **Maintenance:** Mr. Courtney reported that the Association and Management are searching for a maintenance person to replace Jeff. In the interim, the Association is getting some assistance from some of Condominium Associates maintenance personnel from other communities.
- **Elevators:** Mr. Courtney reported that the Association's contract with ThyssenKrupp Elevator Company expires soon, and that Management is requesting proposals from other elevator maintenance companies at this time.

### Unfinished Business

- **South Property Update:** Mr. Sperry reported that Harry Walia's lawsuit against Armed Forces Bank NA; the listing Realtor and the Escrow Agent continues.
- **East Property Update:** Mr. Sperry reported that in December Biel REO LLC was to confirm a proposal to transact with Bel Mare but keep the right to their claim against the Title Company.

Biel REO this month reported that they are having difficulty getting a written legal opinion that such a transaction would not prejudice their claim. The Association is prepared to evaluate specific conditions on the transaction and precede with a phase 1 environmental survey and loan from Popular Bank if they are acceptable.

- **Short Sale Update:**
  - **1-402:** Mr. Sperry reported that the Short Sale on 1-402 closed on November 28<sup>th</sup>, 2015.
  - **2-202:** Mr. Sperry reported that Berlin Patten negotiator, Jodi Coyne, continues to try and get NorthStar Mortgage to approve this transaction.

#### New Business

- **Confirm Approval of Unit 1-402 Short Sale:** Mr. Sperry explained that Mr. Courtney was asked to poll the Board of Directors to obtain approval for a change to the Board's previous resolution, of January 28<sup>th</sup>, 2014, regarding the short sale of 1-402. Mr. Courtney reported that the results of the poll were 5 votes to 0 in favor of the approval of the short sale of unit 1-402. Mr. Sperry made a *motion* to confirm the polling that Mr. Courtney had taken on the short sale of 1-402. Mr. Horton seconded. *The motion carried unanimously.*
- **Consider Recommendation for Modifications to Moving Policy:** Mr. Sperry called upon Mr. Baldwin from the Rules and Security Committee to explain the Committee's recommendation for the modifications to the Moving Policy (**Attached**). After much discussion Mr. Sperry made a *motion* that the Board accept the Recommendation for Modification to the Moving Policy from the Rules and Security Committee with the edits as discussed and removal of Saturday moves. Mr. Horton Seconded. *The motion carried unanimously.*

#### Adjournment

With no more business to come before the board Mr. Schuster made the *motion* to adjourn the meeting at 5:37 PM and was seconded by Mr. Horton. *The motion carried unanimously.*

Respectfully Submitted,  
Tammy Goldman, On-site Community Association Manager  
On Behalf of Bel Mare Condominium Association, Inc.

1-29-2015

## MOVE IN – OUT POLICY

### **Security Cameras record Moving Activities**

A “move” includes moving personal possessions into or out of a furnished Unit; moving all furnishings into or out of an unfurnished Unit, as well as, large furniture moves or deliveries taking more than one (1) hour. **Routine “deliveries” requiring one (1) hour or less are not covered by this policy.**

Any damage or extra ordinary cleaning costs to the Common Areas resulting from a Move-in, Move-out, or Large Furniture Moves or deliveries taking more than one (1) hour will be billed to the Owner. A refundable damage deposit in the amount of \$250 is required for all Resident moves. Additionally, a security representative at \$15/hour is required to provide exclusive use of the elevator for all moves. The security representative will also use a checklist and provide documentation of conditions prior to and after any move. Any damage will be noted and Residents will be responsible for any damage to the common areas. If no damage is reported, the damage deposit will be returned after the move. If the damage exceeds the deposit the balance will be billed to the Owner.

Prior to your schedule move, Resident's Movers are require to produce a Certificate of Insurance for General Liability and provide Worker's Compensation coverage. All required insurance documentation must be authenticated and presented to the Bel Mare onsite manager at least 48 hours prior to any work commencing or your move will be rescheduled to the next available day. If you are moving yourself, without the help of professional movers, please discuss this with Bel Mare onsite manager at least 48 hours prior to the move so a proper legal release is completed.

The following applies to all current and future moves or deliveries taking more than one (1) hour whether done by a professional mover or the Residents:

- Moves are to be scheduled with the onsite manager a minimum of 48 hours in advance of the move. A block of time will be assigned to the move and all Residents will be advised and a move schedule will be posted in the relevant service elevator.
- Only one move per building is allowed at one time.
- Movers must check in and check out with onsite manager; however, the Resident is responsible for supervising movers.
- Only Service Elevators are to be used; Passenger Elevators are designed solely for the transport of people. Service Elevators are padded for their protection. In the un-likely event that the Service Elevator is out of service or breaks down the move must be rescheduled; however, the Resident will not be charged again for the security representative.
- The Maximum Capacity of 3500 pounds must not be exceeded and the doors of the Service Elevators must not be blocked open. The security representative will have a key to lock the doors open for loading and unloading.

- Residents or Resident's mover must lay down floor protection provided by Bel Mare in the service elevator. It is recommended that protection be placed from the elevator to the Resident's Unit and all points in between to prevent damage to the Common Areas. If the move will extend more than one day, the floor protection is to be stored in the Owner's Residence after each workday.
- Owners and/or Movers must enter building through the garage area - no moving is to be conducted through the front door or through any lobbies.
- Owners and/or Movers must use only designated contractor parking spots immediately in front of the loading doors designated "Loading Zone".
- Movers and Residents are not to use valet carts and grocery baskets for any move.
- Moves should cause the least disruption possible to other Residents and the Buildings. Staging of furnishings must be only in the designated area adjacent to the Fire Lane.
- All packing materials and boxes are to be removed by the movers and/or Residents at the end of the move. Absolutely no moving materials are allowed in the trash chutes.
- Residents or Resident's mover must clean all common areas including elevators of debris at the end of each day.
- Move In/Move Out hours are: Monday through Friday, 8AM to 5PM; however, for extenuating circumstances, Bel Mare Management can approve Saturday, 8AM to 5 PM moves. All Saturday moves will also require a security representative and exclusive use of the elevator.