

Bel Mare Condominium Association, Inc.
Board of Directors Meeting Minutes
January 31, 2019
FINAL

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Thursday, January 31, 2019 in the 2nd Floor Clubroom located at 130 Riviera Dunes Way. Valerie Biebuyck, Eric Brown, Eric Krall, Morris Bencini and Keith Ewer were present constituting a quorum of the Board. Tammy Goldman, LCAM, Onsite Manager represented Condominium Association (CA) and Kristin Smith, LCAM, Onsite Assistant Manager for Bel Mare Condominium Association.

Call to Order

Mrs. Biebuyck called the meeting to order.

Proof of Notice

Mrs. Goldman certified that proper notice was given.

Dispense of the Reading and to Dispose of the Unapproved Past Meeting Minutes

Mr. Ewer made a *motion* to dispense in the reading and to dispose of the minutes from December 5, 2018 (Organizational), December 5, 2018 and December 11, 2018 Board of Directors Meeting. Mr. Brown seconded. *The motion carried unanimously.*

President's Report

Mrs. Biebuyck stated that the Board is excited to be in a position to move Bel Mare forward and reported on the following:

Maintenance Director Wayne Boyle resigned at the beginning of January. Remaining staff responsibilities realigned. Jason Johnson became Maintenance Coordinator, Tammy Goldman and Kristin Smith of the Administrative Office will work closely with him on getting quotes, scheduling, etc. Kristin's hours were increased.

The Board has clarified expectations for staff, particularly Tammy, who is to focus on management of the Association and necessary projects, supervising Kristin and Jason, making sure there is appropriate oversight of vendors, making sure there is appropriate communication between Maintenance and Administration and Board, coordination and staffing of projects.

Mrs. Biebuyck emphasized importance of communication between staff and owners about work orders and their status.

Standing Committees restructured due to lack of participation, lack of meetings, lack of minutes. New Strategic Planning Committee formed.

Thanks given to all who have participated on committees previously and who have volunteers to do so this year.

Board is shifting the framework within which administrative and maintenance work is done. The staff should be managing, coordinating work and projects, and overseeing Bel Mare with the support of volunteer Board and volunteer committees.

Board is trying to establish a centralized compilation of documents in the Administrative and Maintenance offices. Request that any document, letter, photo, etc. having to do with any Bel Mare issue, or that was paid for with Bel Mare maintenance fees, be given to Tammy.

Lots to do, will take time, Board wants to make thoughtful and informed decisions and move forward.

Treasurer's Report

Mr. Bencini reported that Bel Mare ended 2018 with an Operating Cash balance totaling \$203,675.

December 2018 Restricted Cash Balance:

Special Assessment:	\$ 79,732
Construction Defects:	\$1,199,890
Reserve Cash:	<u>\$1,159,020</u>
Total Cash Balance	\$2,438,642

Balance on Note Payable is \$289,769.

Ended 2018 P&L with a net operating cash flow deficit totaling (\$14,748).

Review of P&L variances for 2018

Payroll Expense over Budget by \$17,000 due to security issues.
Administrative Expenses lower than budget \$6,500.
Utilities were below budget by \$16,000.

Maintenance and Building were under budget in several categories but still \$43,000 over budget.
Insurance was \$4,000 under budget.

Various Contingent Items:

- a) Pending Reserve Study results.
- b) Delaminated doors and faulty rollers.
- c) Water damage on 7th and 12th floors.
- d) Fire alarm system and guard costs.
- e) Perimeter security.
- f) Maintenance project list.

Updating affordability analysis of quarterly dues.

Old Business

None.

New Business

- **Ratify the Association's New Attorney on Record:** Mr. Bencini made a *motion* to ratify the Association's new attorney of record, Derrick Maginness, of Norton, Hammersly, Lopez & Skokos, P.A. Mr. Krall seconded. *The motion carried unanimously.*
- **Approval of COA Collection Policy and COA Late Fee/Letter Policy with New Attorney Information:** Mr. Bencini made a *motion* to approve add the New Attorney, Derrick Maginness, to the COA Collection Policy and COA Late Fee/Letter Policy. Mr. Ewer seconded. *The motion carried unanimously.*
- **Approval of 2019 Committees and the Appointment of the Board of Director Sponsors:** Mr. Ewer made a *motion* to approve the Finance Committee and Board Sponsor, Eric Brown. Mr. Bencini seconded. *The motion carried unanimously.*
Mr. Ewer made a *motion* to approve the Landscape Committee and Board Sponsor, Eric Krall. Mr. Brown seconded. *The motion carried unanimously.*
Mr. Krall made a *motion* to approve the Maintenance Committee and Board Sponsor, Morris Bencini. Mr. Ewer seconded. *The motion carried unanimously.*
Mr. Brown made a *motion* to approve the Strategic Planning Committee and Board Sponsor, Keith Ewer. Mr. Bencini seconded. *The motion carried unanimously.*
- **Consider Approval of Recommendation from the Amenity Level Grill Ad Hoc Committee:** Mr. Bencini made a *motion* to approve the Recommendation from the Amenity Level Grill Ad Hoc Committee to purchase four (4) Blaze Pro Model Grills for an amount not to exceed \$17,000.00. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Approval of Replacement of Back-up Batteries (5) for Entry Gate Operators:** This item was tabled.
- **Consider Approval of Replacement of Building 140 Fountain Motor Switch:** Mrs. Biebuyck made a *motion* to approve the Aqua Plumbing and Air Services proposal for the replacement of the Building 140 Fountain Motor Switch in an amount not to exceed \$1,300.00. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Approval of Additional Cost for Delaminated Sliders:** This item was tabled.
- **Consider Approval of Security Access System:** Mr. Bencini made a *motion* to approve the Fort Knox Fire and Communications proposal for the Security Access System in an amount not to exceed \$28,316.39. Mrs. Biebuyck seconded. *The motion carried unanimously.*
- **Consider Approval of Pool Maintenance Contract:** Mr. Bencini made a *motion* to approve Galaxy Pools proposal for the Pool Maintenance Contract in the amount of \$1,400.00 per month. Mr. Brown seconded. *The motion carried unanimously.*
- **Consider Approval of Service Hallway Lighting Project:** Mrs. Biebuyck made a *motion* to approve the Affordable Amps LLC proposal to replace the Service Hallway Lighting in Building 130 and Building 140 in the amount of \$4,400.00. Mr. Krall seconded. *The motion carried unanimously.*

The Board of Directors discussed the following matters during the meeting: Janitorial Needs for Both Custodial and Garage, Staffing Needs for Maintenance, Association Website, Insurance Agent and Management Company.

Adjournment

With no more business to come before the Board, Mr. Krall made the *motion* to adjourn the meeting at 8:13 PM and was seconded by Mr. Bencini. *The motion carried unanimously.*

Respectfully Submitted,
Kristin Smith, LCAM, Onsite Assistant Manager
On Behalf of Bel Mare Condominium Association, Inc.