

Bel Mare Condominium Association, Inc.
Board of Directors Meeting Minutes
December 6, 2017
FINAL

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Wednesday, December 7, 2016 in the 2nd floor clubroom located at 130 Riviera Dunes Way. Elizabeth Law, Eric Krall, John Ollsen, Beverly Reason and Valerie Biebuyck were present constituting a quorum of the Board. Also present were Martica Fitzgerald, Jen Ramirez and Larry Shaw representing Condominium Associates (CA) and Tammy Goldman, On-site Community Asst. Association Manager for Bel Mare Condominium Association.

Call to Order

Mrs. Law called the meeting to order immediately following the Board of Directors Organizational Meeting.

Proof of Notice

Mrs. Goldman certified that proper notice was given.

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

Mrs. Reason made a *motion* to dispense in the reading and to dispose of the minutes from October 18, 2017, October 28, 2017 and November 17, 2017. Mr. Krall seconded. *The motion carried unanimously.*

Managements Report

Mr. Shaw reported on the following key items:

- **Parking Lot Seal Coating:** Seal coating and striping completed. The Handicap parking spaces need to be completed. Payment will not be made to the vendor until the spaces have been completed.
- **Landscaping:** Despite the few issues outstanding with the landscaping company, there have been improvements over the last couple of months in the landscaping. One major improvement is the Bel Mare side of the perimeter wall along Haben Blvd. Efforts will continue to get the Master Association to take care of the other side of the wall on Haben Blvd.
- **Annual Fire Alarm & Sprinkler, Stand-Pipe, and Backflow Inspection:** Inspection has been completed and we anticipate a report of deficiencies / repairs that will need to be made.
- **Tower Two Fountain Repair:** The fountain repair has been completed and the fountain is up and running again.

Mr. Shaw concluded his report making reference to some of the current projects such as sewer drain blockages, fence repairs, planters cracked on amenity level, lightning protection inspection and rope lights on the palms on the amenity deck.

Unfinished Business

None

New Business

- **Call for Motion to Adopt the Revised 2018 Budget:** Mrs. Reason made a motion to adopt the revised 2018 Budget as approved by the membership. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Finance Committee Recommendation on Reserve Fund Investment Options:** This item has been tabled.
- **Consider Payment Amounts for 2018 2nd, 3rd, and 4th Quarter Maintenance Fees:** Mr. Ollsen made a *motion* to approve quarterly dues in the amount of \$2,749 beginning the first quarter of 2018. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Write Off of Remaining Past Due Balances from Original Owners of 1-505 & 1-605:** Mr. Ollsen made a *motion* to write off the remaining past due balance from the original owners of units 1-505 and 1-605 in the amount of \$31,059.23. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Rules & Security Committee Recommendation for By-Law & Articles of Association Amendments:** This item has been tabled.
- **Consider Rules & Security Committee Recommendation Regarding Drones:** Mrs. Law made a *motion* to put the Rules & Security recommendation regarding drones out to vote by the membership. Mr. Ollsen seconded. *The motion carried unanimously.*
- **Consider Rules & Security Committee Recommendation Regarding Lanai Restrictions:** Mr. Ollsen made a *motion* to put the Rules & Security recommendation regarding lanai restrictions out to vote by the membership. Mr. Krall seconded. *The motion carried unanimously.*
- **Consider Rules & Security Committee Recommendation Regarding Pet Restrictions:** Mrs. Reason made a *motion* to put the Rules & Security recommendation regarding pet restrictions out to vote by the membership. Mr. Ollsen seconded. *The motion carried unanimously.*
- **Consider Board Resolution for Construction Defects:** This item has been tabled.
- **Consider Bel Mare Representative to the Master Association Board:** Mrs. Reason made a *motion* to make Coby Gaulien as Bel Mare's appointee to the Riviera Dunes Master Association Board contingent upon receipt of a copy of the Deed reflecting he is the Owner of a Bel Mare Unit with his appointment effective on that same date. Should the sale not close the Board will appoint Thurston Freeman assuming he will still accept the role. Mr. Krall seconded. *The motion carried four in favor and Mr. Ollsen opposing.*
- **Consider PTO Carry Over Time for Bel Mare Staff:** Mrs. Law made a *motion* to allow carry over of any remaining PTO time, up to 40 hours, for the Bel Mare staff on January 1, 2018. Mr. Krall seconded. *The motion carried unanimously.*

Adjournment

With no more business to come before the board Mr. Krall made the *motion* to adjourn the meeting at 7:05 PM and was seconded by Mr. Ollsen. *The motion carried unanimously.*

Respectfully Submitted,
Tammy Goldman, LCAM
Assistant Association Manager
On Behalf of Bel Mare Condominium Association, Inc.

Bel Mare Condominium Association Inc.
Proposed Amended Operating Budget
January 1, 2018 to December 31, 2018

	2017 Approved Budget @ 52% Reserve Replacement Funding	2018 Approved Budget @ 52% Reserve Replacement Funding	Approved 12-6-2017 Amended 2018 Budget @ 100% Reserve Replacement Funding
REVENUE			
4010-00 Maint Fee Inc less debt service inc	\$ 1,163,653	\$ 1,217,940	\$ 1,363,309
4020-00 Operating Interest Income	-	-	-
4030-00 Late Fee Income	-	-	-
4047-00 Fines	-	-	-
4050-00 Guest Suite Income	10,000	10,000	10,000
4050-01 Guest Suite Expense	(10,000)	(10,000)	(10,000)
4057-00 Rental Income	-	-	-
5648-02 Assoc Unit Expense	-	-	-
4061-00 Application Fees	3,000	3,000	3,000
4061-01 Application Expense	(3,000)	(3,000)	(3,000)
4075-00 Gate Card, Keys, Fobs, Openers	1,000	1,000	1,000
4080-00 Misc. Income	1,000	1,000	1,000
8002-00 S/A Revenue	-	-	-
OPERATING REVENUE	1,165,653	1,219,940	1,365,309
4010-00 Debt Service Fee Income	418,200	418,200	
TOTAL REVENUE	1,583,853	1,638,140	1,365,309
OPERATING EXPENSES			
PAYROLL EXPENSE			
5045-00 Janitorial	40,454	48,227	48,227
5045-01 Day Porter	16,640	-	-
5055-00 Salary Expenses	140,375	179,498	203,950
5064-00 Security	72,000	74,300	74,300
5065-00 Uniforms	500	400	400
TOTAL PAYROLL EXPENSE	269,969	302,425	326,877
ADMINISTRATIVE EXPENSE			
5105-00 CPA/Tax & Audit	6,077	6,800	6,800
5110-07 Master Association Fees	22,956	19,480	19,480
5115-00 Bad Debt Expense	12,428	-	-
5125-00 Division Fees	496	496	496
5135-00 Federal, State & Local Taxes	500	-	-
5140-00 Legal & Professional Fees	10,000	10,000	10,000
5145-00 Licenses, Permits & Fees	1,500	1,500	1,500
5147-04 Loan Payment - Interest (East Property)	15,000	23,000	23,000
5155-00 Office & Administrative	13,000	15,000	15,000
5175-00 Property Management Contract	31,080	37,958	30,500
TOTAL ADMINISTRATIVE EXPENSE	113,037	114,234	106,776
UTILITY EXPENSE			
5210-00 Electricity	87,244	78,750	78,750
5225-00 Gas	30,212	29,700	29,700
5230-00 Telephone/Cable	27,650	31,000	31,000
5251-00 Water & Sewer	68,000	100,800	100,800
5270-00 Trash/Waste Removal	12,763	10,000	10,000
TOTAL UTILITY EXPENSE	225,869	250,250	250,250

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January 1, 2018 to December 31, 2018

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REPAIRS & MAINTENANCE			
5305-00 Air Conditioning Maint	12,780	14,000	14,000
5315-00 Aquatic / Lake Maintenance	2,220	2,460	2,460
5330-00 Building & Exterior	80,000	75,500	75,500
5346-02 Common Area Amenities	5,000	10,000	10,000
5360-00 Contingency	10,000	2,000	10,000
5375-00 Elevator	25,464	25,500	25,500
5380-05 Entry Access System	3,000	7,900	7,900
5403-00 Fire Alarm	17,465	17,500	17,500
5470-01 Maint & Janitorial Supplies	12,000	15,000	15,000
5500-00 Pest Control	4,500	8,100	8,100
5531-01 Pool & Spa Contract	15,150	15,225	15,225
5531-02 Pool & Spa Repairs	9,000	15,000	15,000
5660-00 Window Cleaning	9,460	8,300	8,300
5700-00 Irrigation	3,000	3,800	3,800
5720-00 Landscaping/Grounds	41,200	41,200	41,200
5740-00 Landscape - Extras	15,000	12,000	12,000
TOTAL REPAIRS & MAINTENANCE	265,239	273,485	281,485
INSURANCE			
6040-00 Prop & Liab	163,861	149,140	149,140
TOTAL INSURANCE	163,861	149,140	149,140
OPER EXPENSES BEFORE DEBT SERVICE			
5120-00 Debt Service-Int Exp on Current Loan	1,037,975	1,089,534	1,114,528
TOTAL OPERATING EXPENSES	210,000	210,000	-
RESERVE FUNDING (based on reserve study)			
7507-00 Amenities	10,400	15,600	30,000
7520-00 Buildings	12,480	6,240	12,000
7520-07 Building Interior - Furnishings	26,000	19,500	37,500
7547-01 Contingency	-	-	-
7588-00 Equipment	26,000	26,000	50,000
7628-03 Garage Doors	5,200	5,200	10,000
7655-05 Grounds	20,800	5,200	10,000
7680-00 Painting	7,298	26,000	50,000
7740-02 Roads	1,300	6,240	12,000
7750-03 Roofs	18,200	20,426	39,281
TOTAL RESERVE FUNDING	127,678	130,406	250,781
TOTAL OPERATING & RESERVE EXPENSES BEFORE PRIN PYMTS	\$ 1,375,653	\$ 1,429,940	\$ 1,365,309
2115-22 Notes Payable Popular-Principal Pymts	208,200	\$ 208,200	\$ -
TOTAL OPERATING, RESERVE AND NOTE EXPENSES	1,583,853	1,638,140	1,365,309
QUARTERLY FEE PER UNIT (124 UNITS)	\$ 3,189.22	\$ 3,299	\$ 2,749

REQUEST TO WRITE OFF PRIOR OWNER BALANCES

To: Condominium Associates
Accounting Department

Date: December 6, 2017

From: Bel Mare Board of Directors

Please take the following action(s) which will be ratified at our next board meeting and will be included in the minutes of said board meeting.

Please take the following action(s) which was approved at the Board Meeting held on 12-06-2017 and is included in the minutes.

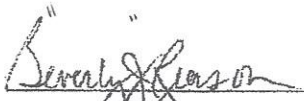
We want the following amounts written off for the past owners as we do not anticipate any further collection action will be taken:

Unit Number	Amount	Owner
1-505	\$5,971.31	Svenson/Fernandez/Fisher
1-605	\$25,087.92	Maric Fernandez
TOTAL	\$31,059.23	


Signature

President
Title

12/20/17
Date


Signature

Treasurer
Title

12/20/17
Date

Manager: Please keep copy to be included in the minutes of the next board meeting if not already approved.



December 20, 2017

Condominium Associates
Michael Rome, Payroll
3001 Executive Drive, Ste 260
Clearwater, FL 33762

Dear Mr. Rome,

The Bel Mare Board of Directors approved unanimously at the Dec 6, 2017 Board meeting to allow rollover of up to 40 hours of Paid Time Off for its Full-Time employees for 2018.

This request is being made of Condominium Associates to accommodate the Board of Directors wishes for its employees.

Best Regards,

A handwritten signature in cursive script that reads "Beverly Reason".

Beverly Reason,
Board Treasurer
Bel Mare at Riviera Dunes Condominium Association

130 Riviera Dunes Way
Palmetto, FL 34221
(941) 729-5891 or FAX (941)721-7982