

Bel Mare Condominium Association, Inc.
Board of Directors Meeting Minutes
April 11, 2018
FINAL

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Wednesday, April 11, 2018 in the 2nd floor clubroom located at 130 Riviera Dunes Way. Elizabeth Law, John Ollsen, and Valerie Biebuyck were present in person and Eric Krall and Beverly Reason by speaker phone constituting a quorum of the Board. Tammy Goldman represented Condominium Association (CA) Management.

Call to Order

Mrs. Law called the meeting to order immediately following the Special Members 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. Biebuyck made a *motion* to dispense in the reading and to dispose of the minutes from December 16, 2017 Board Organizational, and January 31, 2018 Board of Directors Meetings. Mr. Krall seconded. *The motion carried unanimously.*

President's Report

Mrs. Law reported on behalf of Mr. Krall. The President's report began with Mr. Krall giving recognition to Bel Mare's Security Staff. Bel Mare Maintenance Staff consisting of Wayne Boyle and Jason Johnson were then recognized and it was reported that they are continually working on reducing the number of work orders received and that they are doing more of the work than was previously done by outside vendors. It was then announced that Larry Shaw's one year assignment as Bel Mare property manager has come to an end, and that the Board extends their deepest appreciation to Larry for establishing a comprehensive weekly inspection of all buildings, equipment, amenities and landscaping. In conclusion of the Presidents report, the Board announced that Tammy Goldman has been promoted and will be Bel Mare's new Association Manager. With Tammy being promoted, it was necessary for the Board to hire a part-time Administrative Assistant. Kris Abbott was hired to fill the part-time Administrative position and has already begun working for Bel Mare.

Treasurer's Report

Mrs. Law reported on behalf of Mrs. Reason the key elements of the Financials for the February 2018.

- **Revenues** are \$2,046 favorable to Budget through February 2018. Reserve Interest, Late Fee and Guest Suite income are the major contributors to this surplus.
- **Expenses** were favorable to the budget by \$14,327. Some lines had significant overages including Water & Sewer (\$2,187); Telephone and Cable (\$1,725) and Security (\$8,128). Fortunately, the Association had surpluses in other lines, Electricity/Gas \$4,935; Building and Exterior \$2,870; Insurance \$1,732 and Salary \$11,970 to more than offset the deficits.
- **2018 YTD Net Balance (Revenue vs Expenditures)** for Operations reflects a favorable amount \$16,373.

- **Collections** as of February 28th, the Association had one owner (1-403) that had not paid their first quarter fees. Notices have been sent to the owner and the Association is still waiting on payment.
- **Balance Sheet**
 - **Total Cash** on hand at the end of February was \$1,458,456. This represents \$84,606 in Operating Cash and \$1,373,850 in Construction Cash.
 - **Reserve Funds** were \$1,117,368 at the end of February. This includes \$250,000 in a 1 year CD (1.6 % APY), \$250,000 in a 2 year CD (2.27% APY), and \$250,000 in a 3 year CD (2.25% APY).

Landscaping Committee Report

Mr. Boos reported that both Wayne Boyle and Jason Johnson assisted the Landscape Committee in sending out 14 landscaping proposals and one lighting proposal. Once all the bids are received, the Committee will narrow them down to 3-4 and visit the sites. Once the Committee has made their choice, the Committee will make their recommendation to both the Finance Committee and to the Board.

Communications Committee Report

Mrs. Law reported on behalf of Eric Krall. It is reported that the Communications Committee has been working diligently to produce the next issue of the “Bel Wether”. Elaine Slough, the new participating member has some new and interesting ideas. The committee invites the residents to submit articles, photographs even restaurant reviews/experiences to either Elaine Slough or to Dale Lovejoy. Also, the Committee is looking for new members and participants to help with the website and with the Bel Wether newsletter

Activities Committee Report

The Activities Committee has been dissolved due to the lack of participation from the owners. Anne Buchanan has volunteered to oversee the Annual Food Drive in November and Annual Toy Drive in December. The first Friday of the month Happy Hour events have volunteers assigned to host each month for 2018, with the exception of June, July and August. If no one steps up to take one of these months, the Happy Hour will take a summer break.

Management Report

Mrs. Goldman reported that the replacement of the amenity level walkway lights, re-chaining of the parking garage height bars, three doors in the parking garage cleaned, painted and push plates and kick plates added, and that the pressure cleaning of the lowest floor and sewer line cleaned for both buildings have all been completed.

Mrs. Goldman stated that both Wayne Bolye and Jason Johnson have completed the pool certification course and now are Certified Pool Operators. Wayne and Jason are currently in the process of purchasing the supplies and are hoping to take over the servicing of the pools, spas and fountains at the end of May or beginning of June.

In closing Mrs. Goldman reported on some of the current projects such as the building two’s north fence repair, delaminated sliders, building one and two’s entry doors, lanai inspections, fire sprinkler inspection repairs, building two fountain repair, building one’s garage curtain and landscaping.

Unfinished Business

- **Sovent Drain Maintenance Update:** Mrs. Law stated the Association is continuing corrective and preventative measures to address the maintenance requirements of the sovent drain system. Aqua plumbing has completed the jetting of sewer drain lines in both towers to clear 10 years of buildup and push it through to the main city drain. This proved to be a very prudent first step to avoid back-ups and provide proper venting of the lower lines.

The next step is to implement a preventative maintenance program designed to eliminate waste buildup in the horizontal lines between the plumbing fixtures in each unit and the main drain stacks. The Association will be supplying a preventative drain treatment called Bio One to all Owners. The product must be administered each month. Specific instructions for using the Bio One product will be provided when residents pick up their product.

Through everyone's compliance, the Association will defer the very expensive cost of jetting all the horizontal and vertical drain lines for several years. This will give the Association time to budget the reserve funds to cover the expense when it is absolutely necessary.

- **Appointment of New Master Association Representative:** Mr. Ollsen made a *motion* to accept Deborah Sperry to serve the interim term and the subsequent two year term as Director and Delegate of the Riviera Dunes Master Association Board representing Bel Mare Condominium Association. Mr. Krall Seconded. *The motion carried unanimously.*

New Business

- **Ratify the Cost of the Infrared Thermographic Inspection:** Mrs. Biebuyck made a *motion* to ratify the cost of \$2,378.00 for the infrared thermographic inspection. Mr. Ollsen seconded. *The motion carried unanimously.*
- **Ratify the Cost of the Main Sewer Line Cleaning:** Mrs. Reason made a *motion* to ratify the cost of \$6,500.00 for the main sewer line cleaning. Mrs. Law seconded. *The motion carried unanimously.*
- **Consider Approval for Supplying to the Owners Bio Once Product for Drain Cleaning:** Mrs. Biebuyck made a *motion* to approve the Association supplying the Bio One product to the residents for drain cleaning. Mr. Ollsen seconded. *The motion carried unanimously.*
- **Ratify the Cost and Replacement of Building Two's Panels for Fire Alarm System:** Mr. Ollsen made a *motion* to ratify the cost of \$10,655.65 for the replacement of the Fire Alarm panels at building two. Mrs. Biebuyck seconded. *The motion carried unanimously.*
- **Consider Charging the Replacement of Building Two's Panels for Fire Alarm System to Equipment Reserves:** Mrs. Reason made a motion to charge the cost of the replacement of the Fire Alarm panels at building two to Equipment Reserves. Mr. Krall Seconded. *The motion carried unanimously.*
- **Consider the VTE Solutions Elevator Proposal for Bid Process, Recommendations and New Contract:** Mr. Ollsen made a *motion* to approve VTE Solutions Elevator proposal for the bid process, recommendations and new contract. Mrs. Biebuyck seconded. *The motion carried unanimously.*
- **Consider Frontier Contract Amendment and Renewal:** Mr. Krall made a *motion* to approve the revised two year contract from Frontier and the Jim Rachel Consulting Services for implementing the internet security. Mr. Ollsen seconded. *The motion carried unanimously.*
- **Consider Approval for Insurance Proposal from Comegys Insurance Agency:** Mr. Krall made a *motion* to approve the insurance proposal from Comegys Insurance. Mrs. Biebuyck seconded. *The motion carried unanimously.*

- **Consider Approval for Line of Credit with Popular Bank for Insurance Premium:** Mr. Krall made a *motion* approve the line of credit with Popular Bank for the insurance premium. Mrs. Law seconded. *The motion carried unanimously.*
- **Consider Recommendation from Fitness Center Equipment AD HOC Committee:** Mr. Krall made a *motion* to accept the recommendation from the Fitness Center AD HOC Committee to approve the recommended equipment from Gym Source with a not to exceed price of \$49K to be paid from the reserves. Mr. Ollsen seconded. *The motion carried unanimously.*

Adjournment

With no more business to come before the board Mr. Ollsen made the *motion* to adjourn the meeting at 7:58 PM and was seconded by Mrs. Biebuyck. *The motion carried unanimously.*

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