

Bel Mare Condominium Association, Inc.
Board of Directors Meeting Minutes
August 6, 2019

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Tuesday, August 6, 2019 in the 2nd Floor Social Room located at 130 Riviera Dunes Way. Valerie Biebuyck, Eric Brown, Morris Bencini and Keith Ewer were present in person and Eric Krall attended by phone constituting a quorum of the Board. Toni Giliberti, LCAM, Onsite Manager; Peter Fehr, Maintenance Supervisor and Gerri Thompson, Administrative Assistant represented Castle Group.

Call to Order

Mrs. Biebuyck called the meeting to order at 5:32 PM.

Proof of Notice

Ms. Giliberti certified that proper notice was given.

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

Eric Brown made a *motion* to dispense in the reading and to dispose of the minutes from June 26, 2019 with one minor change to add in the total "Encumbered Cash" to the May, 2019 Restricted Cash Balances (i.e. \$2,529,000). Mr. Bencini seconded. *The motion carried unanimously.*

President's Report

Ms. Biebuyck stated that the two most important functions of the Board are: To ensure the property is well taken care of and the Association funds are wisely spent. These two items are well supported by Castle and the people they have brought to Bel Mare. Ms. Biebuyck gave several examples of how the employees are showing cost savings to the Association. Maintenance Supervisor, Peter Fehr, will treat the wasps in-house and on an as needed basis, saving the Association \$3,580/year. Peter Fehr also saved the Association \$13,000 for cleaning and repairing the Collection tank for Spa 2. In addition, rodent bait has not been maintained for years. The Association has had a long-standing Contract for \$600 annually to take care of this with no result. Toni Giliberti and Peter Fehr looked into replacing the current exterminating services with a "Green" company which we will talk about later. Property Manager, Toni Giliberti is continuing to use her years of experience and Managerial skills in Southwest Florida with one example: there was a surprise visit by the Health Department who tested and found that the PH levels of the pool in Building 1 were off. This would have meant closing the pool until remedied. Because the Inspector was familiar with Toni and her work, she did not close down the pool because she knew that Toni's assurance in taking care of the matter would accomplish the goal.

We recently ran out of Fobs for entry. Toni and Peter looked for a more cost effective way to purchase replacements. Rather than buying directly from Fort Knox, Toni and Peter went direct to the Manufacturer and saved \$300 for the purchase of 25 fobs.

Toni and Gerri are continuing to streamline the invoicing from two locations (Condominium Associates) and the website Invoicing. When the final transition takes place in the beginning of December, Castle's program guarantees that no duplicate payments inadvertently will be made.

We are now moving forward in reviewing pages and pages of documents to centralize Rules and Regulations, Protocols, and Policies at the leadership of Michelle Bencini, Patti Brown and the Strategic Planning Committee. We know that the items in the Declaration that regulate people's behavior are enforceable with a Fine. If we want to do that, we have to actually develop and approve a Policy regarding Fines so that owners have proper notice. We are also trying to locate documentation that the July, 2011 Rules and Regulations were actually approved at a Special Membership Meeting.

Website – the Address Book section of the website has to be completed, Governing Documents and Reserve Study will also be Posted on the website.

The Budget Workshop meeting is tomorrow at 3:00 in the Social Room and all owners are welcomed to attend. At this Workshop, there will be discussion on switching from the Component Funding of the Reserves to the Pooling Method for the Reserves. If the switch is made, there will be a significant reduction in quarterly fees that will also be talked about.

Treasurer's Report

Morris Bencini reported some highlights. We just received the July Financial statement. We are doing really well this year with cash flow. Having received the July Financials yesterday, the July, 2019 Restricted Cash Balances show a Total Encumbered Cash total of \$2,588,876. CD Investments are now in place with staggering the terms for two to three years. Treasurer Morris Bencini reported categories that were under budget vs. overbudget. A copy of the Treasurer's Report is attached to these Minutes.

Manager's Report

Toni Giliberti versed ways in which the Team is working on prioritizing the Maintenance list, identifying needs of repair and reacting to those in order of importance. The safety standards of adding fire extinguishers, eyewash stations, plastic to metal for gas, etc. have all been met. There is a rusted and corroded fire hook-up connection that had never been serviced in Building two garage which has now been addressed. Lights in the resident storage area were retrofitted to LED providing better lighting and cost savings. Painting of the closing arm of the security gate has been completed. Daily walk-throughs will continue to identify other items as we go.

President Valerie Biebuyck gave compliment and thanks to Gerri Thompson, Administrative Assistant for her help in providing Castle's "royal service" through actions such as guaranteeing the clean-up of a guest suite that had not been properly cleaned and retrieving a dead bird from the garage, both of which were over and above her duties.

Keith Ewer gave a report on the sale of the former grills. This sale produced \$1,100 to Belmare, less appropriate fees. There is one more thing the Grill Committee would like to do and that is replace the air intakes with aluminum that are now rusted and weathered. Keith Ewer and Peter Fehr will meet some time next week for ideas to replace. Mr. Ewer is pleased to say that the Grill Committee is now shut down!

Patti and Eric made very good use of the grills for a July 4th party they organized that was well attended.

Maintenance Department Report

Peter gave account of items he and Jason Johnson are working on or are in progress. We are all patiently waiting for bids and vendors to respond. The maintenance team is changing out steady lights to sensors

in several areas. Inspections for shutoff valves and hot water heaters are also in progress and a report will be submitted to the Board in approximately two weeks, together with recommendation on how and when to handle replacements of both. The next group of units will be gathered and communicated to owners by an e-blast with as much time to inform owners as possible. Kay McAuliff brought up the Expansion Tanks and their possible inspection. This will also be included in the inspection. Although you cannot force owners to replace the tanks, it would be negligent on the Board having this knowledge without expressing the importance and liability to all owners and the need to replace the tank and/or shut off valve. Michelle Bencini pointed out that Bel Mare's Declaration of Condominium requires owners to maintain these items and suggested indicating this in any communication to owners about this issue.

Maintenance Committee Report

Jeff Winsler, Chair reported that he and Peter are working closely on the 2019 List of Priorities. Many of the items have either been closed out and handled or pending. There will be another meeting in the next week.

Strategic Planning Committee Report

Report was read and will be attached to these Minutes.

Old Business

Discussion and Approval of Delaminated Glass

We have one new quote to add from the June Board Meeting from All Phase Glass and Mirror for \$35,000. Stockbarger is very close at \$31,000, Quality Screening & Door for \$31,000 and one from Complete Aluminum for \$42,700. Peter Fehr, Maintenance Supervisor has a recommendation to the Board to go forward with All Phase Glass & Mirror. They use the same glass manufacturer as Stockbarger. Questions ensued from the audience with positive response. Board President Valerie Biebuyck asked **for a motion to approve** All Phase Mirror & Glass for a cost not to exceed \$36,000 for the next set of glass panels. Morris Bencini **made a motion to approve** All Phase Mirror & Glass at a cost not to exceed \$36,000, seconded by Keith Ewer. **The motion carried unanimously.**

Discuss and consider the termination of the exterminating contract with Trutech Wildlife & Animal Control

Bel Mare has been under contract with Trutech for Wasp and Spider control. Now that Peter Fehr is taking care of the wasp control on an as-is needed basis (at a savings of \$645 per quarter), this will be unnecessary. The spider service costs the Association \$215 per quarter. There will be discussion for this service and the rodent stations under New Business. Discussion from the audience mentioned the millipede activity. Peter Fehr confirmed that he will speak with White Diamond to remind them of this responsibility. Ms. Biebuyck asked for a **motion to terminate the existing exterminating contract with Trutech Wildlife & Animal Control**. Eric Brown made a motion to terminate Trutech Wildlife & Animal Control, seconded by Morris Bencini. **The motion carried unanimously.**

New Business

Discuss and Consider Approval of common area air conditioning maintenance agreement

There are 4 quotes: Custom Air & Plumbing - \$7,752; Honest Air - \$8,990; Manatee Air - \$3,057 and Air & Energy for \$10,500. Manatee Air does not have an in-house AAON specialist. The AAON system

balances the humidity in the building. Custom Air has two full-time AAON specialists that can service our systems. The other companies are not specialists on AAON system. For those reasons, Maintenance Supervisor, Peter Fehr, is recommending Custom Air & Plumbing. Ms. Biebuyck asked for a **motion to approve Custom Air & Plumbing for an A/C maintenance agreement**. Keith Ewer **made a motion to approve the common area air conditioning maintenance agreement**, seconded by Morris Bencini. **The motion passed unanimously.**

Discuss and consider approval of resurfacing the two tennis courts and painting of pickleball lines

At the Strategic Planning Committee meeting a few weeks ago, it was mentioned that the Board has a Fiduciary responsibility to maintain Bel Mare's amenities. Although there are unknowns about the future of the North property, we have to come up with a cost effective way to make the tennis courts functional, safe, and usable now. Morris Bencini, Treasurer shared that there is \$100,000 in Reserves from the construction defects settlement was set aside for the tennis courts. The present condition of the "humps" is a potential liability concern.. Peter Fehr suggested to lock the courts if nothing is to be done at this time,. Owners in the audience had several questions regarding the sub surface of the courts. The Board knows this is not a permanent fix but for \$15,000 the courts will be repaired/resurfaced, giving at least 3-5 years until a determination is made with the north property. Additionally, the needed 93 votes, legal work and mailing to enter into a Recreational Facilities Lease with Laguna would be almost the same cost as the resurfacing, and the vote might not pass. Drainage conditions have also been a contributing issue to the current condition which will be addressed in the future, together with the annual maintenance of the courts. Appropriate attention to these matters will help maintain the courts in proper condition. There is a quote from Lawson courts for \$14,750, Welch Tennis Courts for \$13,000 and Suncoast Paving was for asphalt only, not resurfacing, at a cost of \$7,267. Question from the audience was whether or not the Bocce ball court will be repaired. This will be taken care of in-house. President Biebuyck asked for a **motion to approve Lawson Courts for the resurfacing of the two tennis courts and painting of pickleball lines** at a cost not to exceed \$14,750. Mr. Brown made a **motion to approve the resurfacing of the two tennis courts and painting of pickleball lines with Lawson Courts at a cost not to exceed \$14,750**, seconded by Mr. Bencini. **The motion carried unanimously.**

Discuss and consider approval of resurfacing Building 2 Pool and Spa

There are two quotes. Sparkling Kleen for \$42,000 and Galaxy Pools in the amount of \$34,925. Work is comparable on both quotes. Discussion on the \$990 additional cost for a lifetime warranty for product cost with Sparkling Kleen is one reason to go with them. Product cost is approximately \$\$9,000 - \$10,000 Galaxy Pools only offers a five year manufacturer's warranty. President Biebuyck asked for a **motion to approve Sparkling Kleen at a cost not to exceed \$42,000 for the resurfacing of Building 2 Pool and Spa**. Morris Bencini **made a motion to approve the resurfacing of Building 2 pool and spa at a cost not to exceed \$42,000, seconded by Eric Brown. The motion carried unanimously.**

Discuss and consider termination of the contract with 4d Service Group and replace with Electrical Mechanical South, Inc. (EMS)

After spending much of the \$19,000 to 4D Service Company during the past several years to repair the Building 2 fountain with no resolution to the ongoing problems, Management recommends Electrical Mechanical South (EMS). 4D contract is \$1,200 annually and EMS is \$800. President Biebuyck asked for a **motion to terminate 4D Service Group**. **Mr. Brown made a motion to terminate 4d Service Group and seconded by Mr. Bencini. The motion carried unanimously, President Biebuyck asked for a motion to contract with Electrical Mechanical South (EMS).** Mr. Brown **made a motion to contract with Electrical South (EMS), seconded by Mr. Bencini. The motion carried unanimously.**

Discuss and consider termination of contract with Home Team Pest Defense and Discuss and consider approval of contract with Naturzone Pest Control

Home Team Pest Control currently services for spider and wasp. We are now going to take care of wasp service in-house. Rodent service is \$600 per year for rodent boxes that are not being monitored. Their rate was \$5,064 and does not include German Roach service. Naturzone is environmentally friendly and they are a “green” service provider. Their annual cost is \$5,950 which includes the initial set-up cost and monthly pest control plus spider exterminating service at \$1,980, for a total of \$5,950 per year.

President Biebuyck asked **for a motion to terminate Home Team Pest Control. Eric Brown made a motion to terminate Home Team Pest Control, seconded by Keith Ewer. Motion passed unanimously. President Biebuyck asked for a motion to approve Naturzone Pest Control for exterminating service. Eric Brown made a motion to contract with Naturzone Pest Control, seconded by Morris Bencini. The motion carried unanimously.**

Adjournment

With no more business to come before the Board, Mr. Brown made the *motion* to adjourn the meeting at 7:11 PM and was seconded by Mr. Bencini. ***The motion carried unanimously.***

Respectfully Submitted,
Toni C. Giliberti, LCAM, Onsite Assistant Manager
On Behalf of Bel Mare Condominium Association, Inc.

Bel Mare Condo Assoc. Board Meeting

August 6, 2019 Treasurer's Report (revised)

1. Ended July with an operating cash balance totaling \$277,637

2. July 2019 Restricted Cash Balances:

Construction Defects	\$ 370,633
Reserve Cash	<u>\$2,218,243</u>
Total Encumbered Cash	<u>\$2,588,876</u>

CD investments have been purchased and are reflected in the July financials.

3. Balance on Note Payable is \$284,025.
Balance on LOC (Insurance) is \$95,896 for the draw to fund 2019-20 premiums.

4. YTD positive variance of \$20,499 through end of July.

\$9,400 over budget in operating revenue (interest income).
\$38,000 under budget in payroll (due to reduction in staff prior to Castle).
\$9,400 over budget in administrative (new Castle contract and legal fees).
\$12,600 over budget in maintenance (building and elevators).

5. 2020 Budget workshop set for Wed. 8/7/19 at 3:00pm.

Committee: Strategic Planning Committee

Meeting date: Sunday July 21st, 2019

Time and Place: 5:00 PM, Building 1 Social Room

23 owners attended this Month's Strategic Planning Committee. The committee's focus is primarily on the North Property and its disposition. The committee has also been asked by the Board to create "Task Forces" which address specific Bel Mare needs which do not fall under the auspices of other committees.

Patti Brown gave an update on this year's Holiday decorations. The committee unanimously endorsed her plan to use Entre Nous for Holiday decorations. Members expressed the importance of celebrating diversity during the Holidays.

Michele Bencini and Patti Brown have undertaken a Task Group on Rules, Regulations and Policies. They will review all available documents and collate a list which will be reviewed and then presented to the SPC for next steps. At the request of the Board, included among those will be policies on Drones, Pets and Background Checks for new owner and renters.

A lengthy discussion centered on the disposition of the North Property. The committee unanimously endorsed a motion to resurface the existing tennis court, add lines for a Pickle-Ball court and to fix and make usable the Bocce Ball Court. The committee continues to discuss the ultimate disposition of the North Property, its amenities and the vacant parcel.