

Bel Mare Condominium Association, Inc.  
Board of Directors Meeting Minutes  
March 4, 2020

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Wednesday, March 4, 2020 in the 2nd Floor Clubroom located at 130 Riviera Dunes Way. Valerie Biebuyck, Eric Brown, Morris Bencini and Keith Ewer were present in person and Todd Loescher attended by phone (until Committee Reports) constituting a quorum of the Board. Toni Giliberti, LCAM, Onsite Manager; Peter Fehr, Maintenance Supervisor and Marie Sargeant represented Castle Group.

**Call to Order**

Ms. Biebuyck called the meeting to order at 5:05 PM.

**Proof of Notice**

Toni Giliberti certified that proper notice was given.

**Dispense of the Reading and to Dispose of the Unapproved Board of Directors Meeting Minutes**

Eric Brown made a *motion* to dispense in the reading and to dispose of the minutes from January 23, 2020. Subsequent to the editing of a typo, a motion to approve was made by Keith Ewer and seconded by Mr. Brown. *The motion carried unanimously.*

**Introduction of Nick Dunning of Karins Engineering**

President Biebuyck gave a brief history of the efforts and findings put together by John Ollsen and Bill Horton to address the HVAC/humidity issue. The morning after the January 23<sup>rd</sup> Board meeting's 3 – 2 vote approving Mr. Ollsen's proposal, one of the Board members desired to rescind his approval, as did a Maintenance Committee member who had reviewed and approved the proposal. As a result of consensus that additional information was warranted, Karins Engineering, together with Bob Cave of Quest Design (Mechanical Engineers) were invited to review some of the prior reports and data to gain more of an understanding and obtain options to remedy. The walk-through with Nick Dunning and Bob Cave included Jeff Winsler, Keith Ewer, Valerie Biebuyck and Castle staff members. Conversation ensued regarding the HVAC/Humidity issue, respective responsibilities of unit owners and the Association with regard to temperature and humidity within individual units and common areas, data sensors, and "real time" data collection to be reviewed after several months of collection.

Through Peter's findings, it was learned that the louvers located on the roof were corroded, were not installed properly, had not been maintained for years, and did not perform as designed. Peter has been unable to locate information about their installation in the Maintenance Department files. One of the first steps is to get those louvers in good working order.

**President's Report**

President Biebuyck thanked the staff for all of their hard work on behalf of BelMare.

One of the newest developments over the past few weeks is that the City of Palmetto and the Developers of the new hotel near the convention center would like to construct a round-about which would require the use of part of our North property. It was explained that 7<sup>th</sup> Street is planned to be extended over Route 41, behind Convention Center, and intersecting with Haben Blvd. The Mayor set up a meeting to include

various community members, after which it became apparent that they wanted BelMare to deed a right of way to that property without compensation. Conversation continued with audience participation.

### **Treasurer's Report**

January Financials were received on March 2, due to the Transition period. Because of this, the Treasurer's report that was printed, was amended by hand to include pertinent information and is **attached to these Minutes.**

December 31, 2019 ended with a \$33,000 surplus. As of January, we are at \$313,000 in operating cash. \$375,000 in Contingency funds and \$2.2 million in reserves. The Balance on the Note Payable is a little over \$279,000, the balance on LOC (Insurance) is a little over \$31,000. We are starting the year off in a positive position.

Insurance Policy renewals are underway.

There will be a Board vote required after the next Finance Committee meeting to re-invest the monies on the two CD's (Seacoast and TIAA) which recently matured.

### **Committee Reports**

Committee Reports were presented from the Events Committee; Design and Aesthetics Committee; Security, Policies and Conduct Committee; and Landscaping Committee, **all of which are attached to these Minutes.**

### **Website Committee**

The idea for a Website Committee was to have others involved in keeping it current, and to obtain advertising so that the Website could be self-sustaining. The audience commented that advertising did not work in the past as the potential audience for advertisements is small. The address book came up with a question as to who is updating the information. Valerie explained that Marie is working with the Website Developers on updates. After discussion, it was decided that the Website Committee tasks of updating information on the website could be accomplished through the submission of comments and updates directly to Marie, who would contact the website developer as appropriate.

### **Riviera Dunes Master Association Report**

Deborah Sperry gave a report which is attached to these Minutes describing traffic flow enhancements, speeding, and remedies.

### **Maintenance Department Report**

Peter gave a briefing on some of the projects being done. Leon has washed all of the private garage doors, inspected Building #2 service hallways and touched up the paint, etc. Bocce ball court completed, landscape lighting maintained, and replaced bulbs underneath the front entry portico and ceiling lighting in lobby/amenity levels. Sensors were installed for humidity levels and are being monitored and recorded.

## Old Business

Discuss and consider the replacement of the A/C isolators on all A/C stands on the roofs of Building #1 and #2.

This item will be tabled until additional quotes are received.

Discuss and consider imposition of fines for violations of the Belmare Declaration of Condominium. This is a work in progress which will be put in place, including drafting a letter for notification of owners, and implementation of required steps to be taken. The Security, Policies, and Conduct Committee will continue work on this, with a commitment to encouraging owner participation.

## New Business

Discuss and consider appointment of Belmare Delegate to Riviera Dunes Master Association

President Biebuyck explained the process of delegate selection in the individual Riviera Dunes neighborhoods based on information previously provided by Master Association President Shay Hawinberry, and the importance of the job that the Delegate is tasked with. Since Deborah Sperry has been doing this on Behalf of Belmare and because she would like to continue, the Board of Directors of Belmare agreed to appoint Deborah by Resolution (a copy of which is attached to these Minutes). Prior to any vote being cast, Mrs. Sperry must obtain authorization from the BelMare Board of Directors prior to voting on any matters requiring Delegate approval.

Ms. Biebuyck asked for a Motion to approve, Moved by Morris Bencini and Seconded by Eric Brown. ***Motion carried unanimously.***

Discuss and consider election of Riviera Dunes Master Association Directors from multi-family communities. President Biebuyck explained the voting process for Riviera Dunes Master Association Directors based on information previously provided by Master Association President Shay Hawinberry.

Ms. Biebuyck asked for a Motion to approve having Bel Mare delegate to the Master Association cast all 124 Bel Mare votes for Deborah Sperry, candidate for the Master Association Board of Directors. Moved by Morris Bencini and Seconded by Eric Brown. ***Motion carried unanimously.***

Discuss and consider approval of new A/C equipment for Building #1 Workshop and Owner Storage; and repair of an Aeon unit for Building #2 servicing the lobby and amenity level, and whether payment will be taken from Reserves or Operating Budget and the identification of the associated GL or Reserve code.

Peter Fehr answered several questions posed by the Board and audience.

Ms. Biebuyck asked for a Motion to approve the Custom Air bids at a cost not to exceed \$11,000 for the Workshop (Trane Equipment), Owner's Storage (Trane Equipment) to be paid from the Reserve Account #300100, and the repair quote from Custom Air for the Aeon unit in Building #2 (servicing the lobby and amenity level) to be paid from the Operating Budget (Maintenance line item) at a cost not to exceed \$3,164.85. Motion was made by Morris Bencini and Seconded by Eric Brown. Motion carried unanimously.

Discuss and consider approval of Keith Ewer as Board Liaison to Events Committee.

Ms. Biebuyck asked for a motion to approve, made by Morris Bencini and Seconded by Eric Brown.  
Motion carried unanimously.

Ms. Biebuyck asked for a Motion to Adjourn the Board Meeting. Moved by Eric Brown and Seconded by Morris Bencini.

***Motion carried unanimously.***

Meeting was adjourned at 7:15 p.m.

Respectively Submitted,  
Toni C. Giliberti, On-Site Property Manager  
On Behalf of Bel Mare Condominium Association, Inc.