

Bel Mare Condominium Association, Inc.  
Board of Directors Meeting Minutes  
October 21, 2020

A meeting of the Board of Directors of Bel Mare Condominium Association, Inc. was held on Wednesday, October 21, 2020 in the 2nd Floor Social Room located at 130 Riviera Dunes Way. Valerie Biebuyck, Eric Brown, Morris Bencini, and Todd Loescher were present in person, Keith Ewer joined the meeting via conference call, 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 5:32 PM.

**Proof of Notice**

Toni Giliberti certified that proper notice was given.

**Dispense with the Reading and Disposal of the Unapproved Board of Directors Meeting Minutes**

No outstanding Minutes to approve at this time.

**President's Report**

The Maintenance Committee met on September 30 and was updated by Maintenance Supervisor Peter Fehr on the Maintenance Priority List that was created by the Maintenance Committee in January of 2019 and presented to our new staff when Castle started in June of 2019. At that time, there were 42 projects on the list and at the end of September, 30 of the 42 projects had been completed or have routine maintenance established. Thanks went to Peter Fehr, Toni Giliberti and Marie Sargeant for all of their hard work. This month's owner vote on carrying over to 2021 any surplus funds from the budget was Bel Mare's first using its new Becker Ballot electronic voting platform. It went very well. 81 units have signed up for it, and 32 units voted electronically in this vote. We encourage all owners to sign up for Becker Ballot. There was a false alarm in Building 1 last week and an e-blast was sent to Owners/Residents regarding this. We have had issues with our fire panel and false alarms in the past. There are only a limited number of vendors that provide these services and we have had difficulty with all of them. Peter has been working diligently on this for months. Fort Knox has custody of the computer board and has not released it to us. We are going with Orr, who will re-write the system and will file a complaint with the State of Florida regarding this. The garage rod and hanger project is now complete. These were badly corroded due to salty air. Approximately 2,000 sets of rods/hangers were replaced with stainless steel, it took nine weeks for this part of the project and approximately 4 weeks for painting, and included scheduling, overseeing vendors, and ensuring appropriate vehicle re-location. Oversight by staff was critical to ensuring thorough completion, as demonstrated by a walkthrough of the first section completed, during which the staff discovered that 42 sets of rods/hangers that should have been replaced had not been. On the final walkthrough recently, Toni Giliberti mentioned that she found two sets of rods/hangers that had been missed. There will be a final walk through to address this, and final payment will not be made until these are replaced. Thanks to the staff followed.

**Treasurer's Report**

Morris Bencini gave a brief report on the Reserve balances, operating balances, transfers made during transition, and investments. After his reconciliation, transfers and/or re-class of items will be made. Thanks were extended to the staff for paying careful attention to the Budget. **A copy of this report is attached to these Minutes.**

### **Committee Reports**

The only report submitted was the Master Association report submitted by Bel Mare delegate and representative to the Master Association Deb Sperry, a copy of which is attached to these minutes. There was a closed meeting of the Master Association, with neighborhood Presidents invited, on October 16<sup>th</sup>. None of the Bel Mare Board members was available to attend the meeting on 48 hours' notice, so President Valerie Biebuyck asked Deb Sperry to attend. Master Association President Shay Hawkinberry and Deb Sperry, who also is Secretary/Treasurer of the Master Association, previously indicated that information is confidential as it may involve litigation. The background of this subject involves how dues and voting rights were allocated among the neighborhoods of Riviera Dunes. Deb Sperry previously told Belmare that its dues could rise by approximately \$4,000 as a result of the reallocation. Treasurer Morris Bencini expressed the need to understand more fully the justifications for the reallocation.

### **Maintenance Department Report**

Peter gave a briefing on some of the projects being done and/or completed. Isolators/springs will arrive shortly as the first shipment was incorrect.

### **Old Business**

**Discuss and consider for approval approaches connected with HVAC units, humidity, service corridors and service elevators to maximize appropriate humidity reduction and cost-effectiveness, including proposals from Global Sanchez and Karins Engineering.**

President Biebuyck provided a summary, which is attached to these minutes. Discussion followed.

The Karins Engineering proposal for testing installation of a vestibule at a garage level service elevator was discussed. President Biebuyck asked for a Motion to accept Karins Engineering for the vestibule testing and project manual at a cost not to exceed \$12,350, made by Keith Ewer and seconded by Todd Loescher. All in favor, **Motion carried unanimously.**

There was also discussion in connection with a proposal prepared by John Ollsen to engage engineering firm Global Sanchez to perform tests in service hallways regarding humidity. John Ollsen stated that he needed to clarify the Global Sanchez proposal he presented to the Board in January. He said that proposal was not intended to test the effect of a variable speed air conditioner and dehumidifier on humidity levels in service hallways and individual living units as previously indicated to the Board in January. He said it actually was intended to be used to obtain information to replace the service hallway air conditioning units with variable speed air conditioning units because they had reached the end of their useful lives. Also, he said that testing of a dehumidifier as presented in his proposal in January was abandoned. Test of a variable speed air conditioner would provide information that would indicate the type of equipment needed for each residential service hallway. No replacements will be made at this time. This will only provide information for future replacements. John Ollsen will prepare an updated contract with Global Sanchez and will inform and include Bel Mare Property Manager Toni Giliberti and/or Maintenance Supervisor Peter Fehr in connection with all activity related to this matter. After much discussion, President Biebuyck asked Morris Bencini to present a motion for the Board to vote on in connection with the Global Sanchez proposal. Morris Bencini made a Motion to accept the Global Sanchez proposal prepared by John Ollsen not to exceed \$8,500 for the testing of a variable speed air conditioner in a service hallway. Motion made by Morris Bencini and seconded by Todd Loescher. Morris Bencini, Eric Brown, and Todd Loescher approved; Valerie Biebuyck and Keith Ewer disapproved. **Motion carried.**

## New Business

### Discuss and consider proposals obtained by Design and Aesthetic Committee for upgrade of lobbies.

Eric Brown gave a brief presentation and expressed that there are two Decorators in the process of gathering information. It will take some time to gather all information to present to the Board and Members for their vote.

### Discuss and consider approval of the refinishing of the outdoor furniture proposals obtained by the Design & Aesthetics Committee

Eric Brown presented three proposals for the refinishing of all existing furniture. The Committee agreed unanimously to recommend A&K at a cost not to exceed \$14,500. President Biebuyck asked for a Motion to accept A&K Furniture for the refinishing of the outdoor furniture at a cost not to exceed \$14,500, Motion made by Eric Brown and seconded by Morris Bencini. Todd Loescher left the meeting prior to the vote. Motion carried.

### Discuss and consider approval of the security camera proposals obtained by the Security, Policies and Conduct Committee.

After discussion and presentation for camera clarity repairs/replacement, the Committee recommended going with CIA Access at a cost not to exceed \$32,000, contingent on Attorney opinion for owners about necessity for 75% approval of units as a material change. This will be paid out of Reserves.

President Biebuyck asked for a Motion to approve the Security Camera proposal with CIA Access subject to Attorney review at a cost not to exceed \$32,000, made by Eric Brown, seconded by Morris Bencini. Todd Loescher left the meeting prior to this vote. Motion carried unanimously.

### Discuss and consider Events Committee request to resume monthly bunko evenings

After discussion, it was determined that regulation of events by the Association would follow guidelines set by state and local governmental and health authorities and that events could resume provided they are consistent with these.

### Discuss and ratify Board vote related to approving Karins Engineering for the waterproofing project

President Biebuyck asked for a Motion to ratify the October 5<sup>th</sup> unanimous Board approval (made by email to expedite scheduling) of Karins Engineering for the RFP on the painting and waterproofing project, made by Eric Brown and seconded by Morris Bencini. Todd Loescher left the meeting prior to this vote. Motion carried. This will be paid for out of the Reserves.

### Discuss and ratify Board vote related to approving Orr for the fire protection equipment,

President Biebuyck asked for a Motion to ratify unanimous emergency Board approval made on October 14<sup>th</sup> to approve Orr Protection for the repair of the life safety equipment on fire related items, moved by Morris Bencini and seconded by Eric Brown. Todd Loescher left the meeting prior to this vote. Motion carried.

Ms. Biebuyck asked for a Motion to Adjourn the Board Meeting. Moved by Morris Bencini, Seconded by Eric Brown with Todd Loescher absent. Motion carried.

Meeting was adjourned at 7:44 p.m.

Respectively Submitted,

Toni C. Giliberti, On-Site Property Manager

On Behalf of Bel Mare Condominium Association, Inc.

# Bel Mare Condo Assoc. Board Meeting

## Oct. 21, 2020 Treasurer's Report

1. Ended August with an operating cash balance totaling \$258,084.
2. Aug. 2020 Restricted Cash Balances:

Contingency Funds (net)	\$ 471,556
Reserve to be Funded	370,000 **
Reserve Cash	<u>2,351,681</u>
Total Encumbered Cash	<u>\$3,141,384</u>

\*\* \$47,000 currently in operating funds needs to be transferred back to Cont. Account.

3. Balance on Note Payable is \$273,066. Will be paying down \$100,000 in Jan. 2021 and increasing the monthly principal payment by \$1,000 to pay-off by July 2026.

Balance on LOC (Insurance) is \$87,174 for the draw to fund 2019-20 premiums.

4. Positive variance totaling \$23,000 through Aug. Lost \$14,500 vs budget in in Aug. due to extra payroll cycle and the fire alarm cost of \$6,000. (Check to see if Reserve item).
5. Have sent \$645,000 to UBS to date. We have since sent Synovus and Republic \$250,000 each). We have \$179,000 in reserve "cash" account and 4 more CD's yet to mature. In addition, we still have the \$370,000 from Constr. Defects to approve and transfer.