

Maintenance Committee Meeting Minutes

February 7, 2023

John Ollsen - Chair, Bill Horton, Jeff Conwell, Gary Schuster, Brian Miller – Maintenance Manager, Jeff Winsler – Board Liaison. Owners: Thurston Freeman, Richard Layne, Keith Ewer (part time), JC and Valerie Biebuyck

1. BOD Assignments

- Assess the need and associated costs and approvals for a sidewalk between Building one Southeast Garage exit door and marina parking lot.
 - The sidewalk will cross an estimated 20 to 30 foot utility easement with a drainage swale before tying into the Marina Parking Lot
 - Morris will discuss with Marina Board and secure appropriate documentation for approval to build sidewalk.
 - Brian will contact a locate service (811) to spot where utilities are located
 - Brian will have 3 contractors sketch and quote construction of sidewalk. Successful Contractor to pull permits if required and determine if ADA compliance is required.
- Develop Guidelines from Condo Docs regarding owner verses Association responsibilities.
 - Bill distributed notes on what our Doc state and an attorneys 2011 opinion. Also distributed relevant state statute 718.111 (11).
 - John agreed to develop a document for presentation to the board.

2. Senate Bill 4D update and Bel Mare path forward

- Reviewed progress with evaluating engineering firms to assist us with 4D compliance as well as overall engineering assistance with various building issues.
- It was not noted whether Bel Mare filed the necessary information form required by the state NLT Jan 1, 2023.
- It was decided that we would go with Staebler for the SIRS (Structural Integrity Reserve Study). Staebler and their engineering firm were interviewed by members of the Maintenance Committee on Dec 13, 2022. It was noted that the engineering firm, Florida Structural Forensics, is not experienced beyond performing the SIRS inspection.
- At this point we will target May 31, 2023 to perform our SIRS. It is expected that clarification to the current SB will be issued in early May 2023 (Glitch Bill).
- Committee will continue to evaluate Engineering firms to provide overall engineering assistance with building issues including Structural and MEP.

3. Status of concrete repairs in Garage and Tile Storage Room

- Two repairs have been made by Dixie under a permit applied for by Karins. These repairs were made under the building one spa and the paver storage room.
- Repair of pool vault cracks has not been addressed. Brian stated that Dixie felt they were not qualified and recommended we use a pool contractor. Brian has a pool engineer that will quote repairs. Need to establish if work is confined space activity.
- We agreed the importance of evaluating the following before the SIRS inspection is performed: Remaining cracks and spalling in garage, pool vault cracking, evaluate the lanais and evaluating the amenities deck water proofing membrane. John Ollsen will further evaluate Stirling and Wilbur to perform these activities.

4. Cost Savings Ad Hoc Committee Support

- The ad hoc committee chairman, Jeff Conwell was present and said that he has been contacted by many owners with cost saving suggestions.
- The committee discussed several GL accounts that need to be tagged for further spending review. These include Building Exterior (118% increase), we need to request a printout to understand what is being charged to that account; Electric and Gas repair, this account did not exist before and needs to be reviewed as to why it was opened up. Further analysis of these items is pending.
- Need to be concerned about insurance claims driving rates up. We need to work with our insurance broker to develop a plan to improve out rating. Jeff's Ad Hoc committee will include this in a report to the board.

5. Review Action Items List dated 12-6-2022

- The committee reviewed the Action Items List. See attached Action Items List Dated 2-7-2023.

ACTION ITEMS LIST MAINTENANCE COMMITTEE 2022

ISSUE DATE 2/7/2023

ITEM #	DESCRIPTION	RESPONSIBILITY	DATE CPT		STATUS	REMARKS
			FORECAST	ACTUAL		
1	Post revised Maintenance Committee Charter. Board has approved changes and management will post on website	Jeff			closed	Website Mgr now has Charter to put on Site
2	Brian will follow-up with Castle to see what other MMS's exists. Maintenance checklists as provided are not manageable.	Bldg Mgt			closed	Brian will work with Castle to Demo <u>Building Link</u> software. Ollsen to provide Brian dates to schedule another demo. Cost of software is \$3200/year.
3	Ensure that Building Management manages Projects List thru maintenance dept.	Jeff			closed	Brian will make recommendation. Will use Action Items list instead
4	Evaluated tennis court cracking with a local contractor for pricing.	Bldg Mgt			closed	Morris has contractor name for work and will give to Brian for a quote. Contractor quoted Brian \$900 for repairs. Repairs Completed
5	Maintenance Dept to contact city to inspect and correct malfunctioning water meter.	Bldg Mgt			closed	Brian is working with City to provide a second evaluation of meter. Valve and meter replacement completed by City.
6	Check pool vaults for leaks. (Property checklist item) Pool vaults show signed of leakage	Bldg Mgt			closed	Pool vault must be accessed by certified HAZWOPER personnel. Morris will provide name of a contractor. Pool vault photod Sept 23. Brian will contact company that replace

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						Spa. Brian Will contract Galaxy for repairs and to see if we need an engineer involve
7	Determine best way to address owners to replace water heater before they fail. (Electric water heaters have a 10 to 15 year life). Eblast community regarding possible liability issues if water heater fails. Also, include use of tablet to detect leaking flapper valve.	Jeff			closed	Jeff to prepare flyer to be sent to residence. Jeff made a water heater flyer and will have it emailed and posted.
8	Develop program to determine how water usage savings can be achieved. Contact City for info on companies that can perform water usage audit.	Brian			open	Brian will discuss with city in conjunction with water meter issue. Bill H introduced a flow meter that costs \$800 to \$900 mfr'd by Dyna flow. Brian contacted a company (Keyence) that will do a demo. Demo will be performed in Jeff W unit.
9	Schedule Next thermography inspection of electrical load centers and panels. (Last performed in 2016. NFPA recommends annual inspection)	Bldg Mgt			open	Previous report was provided. Brian to contact previous contractor Grouse. They no longer do that work. Brian to find a contractor and schedule work. Brian is awaiting proposal from Guigley
10	Set up routine to observe and report that irrigation well and all other irrigation appurtenances are functioning properly. Advise Landscape Committee.	Bldg Mgt			closed	Brian is working with Landscape committee and contractor to observe function once a

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						month. Observed that one zone not working.
11	Conduct meeting with Structural Engineer to review structural recertification and cracks in the garage structural concrete.	Morris			closed	Held meeting with Dave Karins May 17 th at 1 PM. Karins report has yet to be submitted as promised.
12	Determine if exterior doors are fire rated and need to be replaced	Bldg. Mgt			closed	Door are not fire rated and do not need to be replaced
13	Locate a tile repair specialist to address chipped tile on lanais and other common areas.	Morris				Brian bought repair kit and will attempt to repair. Investigate polishing to reduce chipping. Repari kit does not work on tile. Receive a quote for travertine at \$9800.
14	Insure that leaks into living areas under lanais are well documented. No documentation in files.	Bldg. Mgt			closed	Brian will document leaks and notify committee
15	Initiate overall third party assessment regarding replacement of lanai tile including Tremco (manufacturer) assessment of membrane.	Jeff			open	Tremco has visited site. Secure Tremco Report From Karins This action will be included as part of Engineering assessment.
16	Investigate best solution to resolve water intrusion into roof doghouses including blocking over louvers. Review use of sumps with pumps. Verify that waterproofing is complete and louvers are not blocked. Verify fascia damage is corrected.	Jeff			closed	Louver covers and floor foam removed on building 2. Caulking complete around louvers and fascia. Brian will monitor for water intrusion. No water observed after downpour.
17	Obtain and review elevator vestibule report produced by Karins	Morris			closed	Morris to expedite Karins for report. Report received and

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						evaluated by Committee. See meeting minutes
18	Obtain status of Service hallway instrumentation (thermostats, and RH and Temperature Data loggers) results.				open	Brian to obtain quotes for new remote humidity control thermostats for each service hallway Brian will locate data loggers to evaluate effectiveness of New Humistats or Thermostats (Which is it) Brian secured a quote for \$27,000 for new thermostat and sensors Brian had comparative data to analyze and develop our path forward. See action item no. ?
19	Verify that building management has incorporated checking elevator shaft louvers and variable speed fans operation into building inspection checklist.	John			closed	Brian is doing this on a regular basis. Item complete
20	Obtain copy and regular distribution of Vendor Status Report	Bldg Mgt			closed	Brian to check with Toni for list. Jeff will obtain copy of vendor list. Bill provide old copy to committee. Jeff provided current copy to committee

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21	Maintenance Committee to provide input to reserve study kick-off. Maintenance committee meeting scheduled for April 29 th at 10 AM for the purpose of reserve study kick-off.	John			closed	
22	Schedule comprehensive FPL Energy Survey. Committee to review Survey for implementation	Jeff			open	Brian scheduled it for Monday, 11/7/22. Brian will accompany FPL. Survey is complete. Committee is awaiting copy of energy survey
23	Address with contractor and engineer Painting/water proofing non-compliant quality issues identified by Bill Horton's list including Caulking, Lanai tile drainage, eyebrow painting, various rooftop items, etc.	Morris			closed	Building 2 interior roof items will be complete once tile replacement swing stages are removed. Eyebrow painting was observed as complete by Morris subsequent to meeting. Brian to provide Breakdown of actual cost verses contract.
24	Verify that parapet cap wood nailer is pressure treated wood.	Bldg Mgt			closed	Morris observed that wood nailer is pressure treated however parapet cap requires extensive rework. Bill H requested copy of quantities used. Sept 19 received copy of nailer report from Karins.
25	Request protocol regarding lanai expansion joints and for membrane slab edge termination detail	Morris			Open	Morris to follow-up with Karins. Morris sent Karins report to committee.

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						The report did not have requested details
26	Research through contractors improved technology addressing phone lines for fire panel and elevators.	Bldg Mgt			closed	Brian will check with new contractor. Brian is investigating if we can reduce the number of phone lines. Brian assessed the difference in cost to reduce phone line and it was a wash.
27	Distributed to Maintenance Committee up-dated Project List	Bldg Mgt			closed	Brian will evaluate List to see if it's of value to him. The last update was 3/6/22. Project list will not be maintained.
28	Receive and review Structural engineers report, Re Dave Karins Site Visit.	Morris			closed	Karin's was to have report by Oct 21 st . Karin's requested copies of building #2 Garage. Received Karin's report for review.
29	Review Status of insulation repairs on roof and report back to committee	Bldg Mgt			closed	
30	Evaluate water intrusion (Possibly from Planters) and structural crack in storage room south of pool chemical room	Bldg Mgt			closed	Karins to investigate. Karins submitted permit application to make repairs. Repairs made to storage room and below Spa vault. See

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						item ? for other action
31	Communicate to Community Bill Hortons Bel Mare Hurricane Data	Jeff				
32	Provide BOD Link to register Bel Mare as required by SB 4D	Jeff				
33	Contract Engineering Firm to support Bel Mare's SB 4D requirements	John O				It was decided to contract with Staebler to perform SIRS.
34	Evaluate proposals for Door Fob and Car Entry Decal projects and make recommendation to BOD	John O/Jeff			closed	
35	Communicate to owners to use bleach rather than vinegar to treat A/C condensate floor drains as recommended by A/C vendor.	Jeff				Treat with Bleach and let set for 10 to 15 minutes, then flush with a couple of gallons of warm water.
36	Obtain and review copy of Painting and Waterproofing invoice	Jeff				Awaiting copies of Change Orders. Horton performing analysis.
37	Obtain and review copy of parapet wall remediation invoice.	Jeff				
38	Obtain copy of Dixie/Karins documentation photos	Jeff/Brian				Brian is contacting Rick for photos
39	Obtain quotes to scope sanitary stacks and several laterals	Bldg Mgt				Work to include 2 sanitary stacks in each building
40	Obtain Copy of Nov 2022 water bill to gage the before and after impact of new water meter.	Jeff			closed	
41	Perform assessment and recommendation to BOD for sidewalk from bldg. one to marina parking lot.					
41a	Discuss with Marina Board and secure approval with documentation	Morris				
41b	Contact utility locate service and spot utility lines	Brian				

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41c	Bid out work to 3 contractors (design/build contract)	Brian				
42	Develop owner verses association responsibilities Guidelines for presentation to board	John O				
43	Provide engineering evaluation of remaining garage cracks and spalling, pool vault cracking, lanais and amenities deck waterproofing membrane.	John O				John O to search for engineering firm that we can contract with.