

PEBBLESHORES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING

Thursday, March 16, 2017

CALL TO ORDER & DETERMINATION OF QUORUM

The meeting was called to order at 10:04 a.m. by President Becky Easlick. Other directors present were Don Whitehouse, Bobbi Jo Dunn-Mendez, Doug Macbeth, and Jim St. John (via cell phone) establishing a quorum. Sandcastle Community Management was represented by Shelly Mandell.

PROOF of NOTICE

Proof of notice was properly posted 48 hours prior to the meeting.

DISPOSAL OF PRIOR MEETING MINUTES

The minutes of the February 15 and 22, 2017 meetings were reviewed by Doug and approved without dissent.

REPORTS OF OFFICERS AND STANDING COMMITTEES

President: Becky Easlick

Becky extended a heartfelt "thank you" to the many volunteers who keep our community going. Also, that the Unit Owners Information Kit is available online on our website and also in the clubhouse library.

Treasurer: Don Whitehouse

Don read a brief statement in which he emphasized the important fiduciary responsibility of the Board of Directors for managing the Association's budget.

Secretary: Doug Macbeth

Doug mentioned that the Board will publish a Summer Newsletter that will contain updates of happenings, particularly during the winter season. A Survey of Owners and a Shared Directory of Owners will be included.

Landscaping Committee: Cathy Harris

Cathy emphasized the many needs our landscape has for improvement. Short-term and long-term programs are underway to address these needs. Weekly trimming of shrubs and owner initiated plantings are two examples.

Buildings & Grounds Committee: Doug Macbeth

Doug recounted the many volunteer "fix-up" projects that have recently been completed and the several contracted projects that are underway. Some of these will be presented for approval later in the meeting.

UNFINISHED BUSINESS

- a. Pool Heater Repair- Doug moved that the Board accept the quote from Symbiont Services Corporation to replace pool heater unit #1 in the amount of \$708.68. Bobbi seconded the motion that passed unanimously.
- b. Expenditure for Island Lighting- Doug made a motion that the Board authorize an expenditure of \$400+shipping costs to acquire four LED light fixtures to upgrade lighting on the island. Becky seconded the motion that passed without dissent.
- c. Replacement of Irrigation Piping- Doug moved that the Board authorize payment of \$775 to Latitude 26 for the replacement of piping in the lake water irrigation system. Bobbi seconded the motion that passed unanimously.
- d. Drinking Fountain Replacement- Doug made a motion that the Board authorize up to \$800 for the purchase and installation of a drinking fountain at the pool. The motion was accepted 4 to 1; Don was not in favor.
- e. Clubhouse Phone & Surveillance- A new phone system is needed for conference calling. Doug moved, seconded by Bobbi, that the Association contract with Comcast Xfinity to provide phone and internet service for \$124.95/month + fees and taxes. The motion passed unanimously. Shelly will cancel our current service with

CenturyLink. In a complementary action, the Board also voted unanimously to purchase a suitable phone in the amount of about \$150. Doug emphasized that conference calling should be established as soon as possible, preferably before the next BOD meeting. The clubhouse/pool surveillance system is currently not functioning and needs replacement with an upgraded system. Doug moved that the Board authorize the purchase of four cameras for approximately \$529 and a contract for the installation of cameras and recording equipment for a cost of about \$800. Bobbi seconded the motion that passed 4 to 1; Don cast the dissenting vote.

It was suggested that we survey the owners in the upcoming newsletter regarding internet access for residents in the clubhouse area. In a related matter, Shelly is investigating a new servicing agent for the fire alarm system in buildings 108 & 120.

- f. Landscape Contract- Doug made a motion that our landscaping contract with Latitude 26 be amended to exclude use of a weed killer on the island and that the island be trimmed on an as needed basis to determined by the landscaping committee. Following a second by Becky, the motion passed without dissent.
- g. Rain Water Drainage- Shelly mentioned that drainage problems are being experienced in other nearby communities and there may be some underlying causes. At Pebble Shores, we continue to experience slow runoff in several locations. These need to be addressed in some manner. The buildings & grounds committee is looking at different options. Currently, they are consulting with an excavating contractor to address the most troublesome locations and also reviewing the ETI proposal that presents a more comprehensive plan. Shelly will try to arrange a walk-through with ETI to gain a better sense of their plan objectives. Shelly also reported that Attorney Falk expressed a legal opinion that the Board could impose a special assessment on the membership to cover costs not covered in budgetary or reserve accounts. However, he was not addressing the specific ETI proposal when formulating his opinion. Doug pointed out that several items in the ETI proposal could be considered as “additions’ or “alterations” to the common elements and as such would fall under Section 10 of our Declarations where a vote of the membership is required. This would be consistent with the Florida Condominium Act 718.113(2)(a) which states that there shall be no material alterations to the common elements, except in a manner provided by the declarations of the condominium. Any significant amount of mud that accumulates in the rain gutters near the carports could be removed by our new cleaning services company.
- h. Dryer Vent Cleaning- With fire safety being a major concern, the current Board will follow the action taken by the former Board to schedule dryer vent cleaning on an annual basis. Whether this would be voluntary or required, and who would pay the cost, are questions that give rise to continuing discussion. The Board agreed to defer further consideration until the development of the 2018 Association budget next fall.

NEW BUSINESS

- a. Irrigation Pump Motor- Doug moved that the Board accept the proposal from Bay Electric to install a new lake irrigation pump motor in the amount of \$2,195. Don seconded the motion and all five directors expressed approval.
- b. Timers on Irrigation System- Doug made a motion to have Latitude 26 replace two defective timers regulating the irrigation system in the amount of \$775. Don seconded the motion, which passed 5 – 0.
- c. Pool Deck Repair- Portions of the pool/spa deck are sagging and need to be raised and stabilized. Board action on the proposal from N Square, Inc. for \$3,300 was tabled until further consultation with Stahlman Pool Company regarding the planned pool renovation project.
- d. Janitorial Service Contract- Doug moved that we terminate our ongoing cleaning contract with Supreme General Services, Inc. effective with 30 day notice. Becky seconded the motion that passed without dissent. Following this vote, Doug made a motion that we accept the proposal from A Premier Cleaning Services LLC for weekly janitorial services for the pool and clubhouse areas in the amount of \$325/month and the optional semi-annual cleaning of buildings and grounds for \$475 each cleaning. Becky seconded the motion that passed unanimously.
- e. Parking Committee- Don Whitehouse was nominated to serve on the ad hoc Parking Committee.

- f. Lease Review and Approval Process- The Board reviewed and discussed lease (rental) guidelines that had been drafted by director Jim St. John. The guidelines met the approval of the directors present at the meeting (Bobbi had departed). Jim will develop a set of procedures to lead owners and renters, step by step, through the leasing process. Doug will work with Jim to develop an accurate list of current annual leases.
- g. Bridge Washing and Re-Staining- This was deferred because of financial considerations. It may be reconsidered in the fall when we have more certainty about available funding.
- h. Bougainvillea Planting- On the recommendation of the landscaping committee, Doug moved that the committee be granted approval to purchase and plant a new Bougainvillea for a cost not to exceed \$200. The cost of \$200 also includes an hour of consulting time with Green Door Nursery to determine the best plants to suggest to owners for lake side plantings, if they choose to do so. Following a second by Becky, the motion was accepted by all directors present.
- i. Communication Guidelines- Doug moved, seconded by Becky, that the Board approve a revised "Communication Guidelines Pebble Shores Board of Directors" document. The revision includes a request that all correspondence sent by Sandcastle on behalf of the Board be copied to each director. Motion passed unanimously.

MEETING DATES

No meeting dates were announced for future meetings. Doug requested that the Annual Meeting date be established as soon as possible.

ADJOURNMENT

Don moved to adjourn the meeting at 1:45 p.m., seconded by Doug; motion carried.

Respectfully submitted,
Douglas Macbeth
Secretary