

PEBBLE SHORES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING

Wednesday, September 14, 2016

CALL TO ORDER AND DETERMINATION OF QUORUM

The meeting was called to order at 10:00am by President Bobbi Jo Dunn-Mendez. Other directors present were Chris Farrugia and Becky Easlick, establishing a quorum. Also in attendance was Shelly Mandell, representing Sandcastle Community Management.

PROOF OF NOTICE

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

DISPOSAL OF PRIOR MEETING MINUTES

Becky Easlick read the prior meeting minutes and they were approved. One additional note was made in regards to prior minutes incorrectly stating that pool camera privacy concerns were addressed in the meeting.

REPORTS OF OFFICERS AND STANDING COMMITTEES

Don Whitehouse, webmaster, and the board discussed adding an owners' section to the pebbleshores.org website. Bobbi Jo made a motion to ask Don to create the owner's page and Becky seconded with the motion passing. Becky spoke regarding short-form financials being sent to Don to be posted on the website but Don has not been getting them. Shelly at Sandcastle will begin sending the short term financials to Don once approved.

The Buildings & Grounds Committee had previously purchased rat traps as owners had reported seeing rats. It was determined that it was cheaper for the Board to purchase the traps and set them out than to have a pest control company do so. Traps were purchased and Bobbi Jo reported that they have been set out.

Becky Easlick reported on behalf of the Landscaping Committee that the newly planted hedges and plants around the property were doing even better than had been expected. This was a short discussion as the agenda had other items later to be discussed regarding landscaping.

UNFINISHED BUSINESS

- a. Flooding – Many areas of the grounds are flooding to the point that mud is building up in carport and parking spaces. Simply shoveling the dirt away will not solve the problem. Shelly from Sandcastle scheduled Ben Jones to visit Friday, September 16th

and propose a solution. Mr. Jones came highly recommended and has done work with Olde Cypress.

- b. Door Painting – A small subset of front doors need to be repainted. Some residents have referred to this as “mold” on the door but it is actually the paint not being fully applied. The Board will do a walkthrough to identify all doors that need to be done. Bobbi Jo made a motion to have doors repainted by Charles Nicola and Chris seconded. The motion passed.
- c. Lease Non-renewal – A letter went out to the owner of Unit 203 in Building 162 stating that the lease would not be renewed. The current lease expires on 11/1/2016.
- d. Water Shutoff Procedure – After a recent break in water lines and the plumbers shutting off water to the entire community out of necessity, residents expressed dismay at their water being shut off. In the event of an emergency, it is not possible to knock on each door to notify owners so the Board has decided to post on social media (Facebook and NextDoor) as well as post physical notices on the bulletin boards so owners are made aware of emergency repairs. Depending upon the day/time the problem occurs, Sandcastle will send out a notice via email to all owners on the email list.
- e. Dryer Vents – Shelly had the property inspected by Lint Away and found that each dryer vent is shared by two units and therefore a limited common element. As a result, Bobbi Jo made a motion to modify the Welcome Packet to show that it is a limited common element and the association will therefore schedule a once-per-year cleaning of dryer vents. Chris seconded and the motion passed.
- f. Welcome Packet – A problem resolution section needs to be added to finalize the packet. Becky Easlick read aloud her proposal and valuable input was added by Shelly that many issues should to Sandcastle first so they are properly documented. We will also add that smoking is not permitted on lanais and that parking stickers must be placed on the rear of vehicles. Finally, it was decided that we will post a PDF of the document on the pebbleshores.org website and Shelly will get bids for printing the document.
- g. Group Email – A group email needs to be set up that forwards to all five board members.
- h. Pool Cameras – Bobbi inspected our cameras and found that a good portion of our pool is not covered. Shelly will put in a service call and get proposals on updating our current system so that it has wider coverage and allows remote access for monitoring.
- i. Clubhouse Phone – In an effort to save on the commercial landline phone in the clubhouse, Shelly will check if we can use a Voice Over IP (VOIP) phone with ADT.

- j. Hedge Complaint – A resident complained that she was shocked to come to Pebble Shores and see the hedge replanted despite the mailings and postings well in advance. Bobbi will draft a standard letter that can be sent in case other owners mention the hedge upon returning.
- k. Vision Turf Care Bids – Numerous bids for grounds work were individually presented by Becky Easlick. Of note are:
 - a. Bid #1885 to trim 228 cabbage and queen palms at \$15/each. Although it needs to be done, a worker at Piper’s Pointe has been in the business 30 years and will do the work at \$10/each. Per Shelly’s recommendation, we will find out if he is licensed before deciding on the bid.
 - b. Bid #1886 to install mulch. The Board decided to wait for a bid on Pine Straw Mulch so we have options on which to use.
 - c. Bid #1888 regarding a diseased palm tree behind Building 186 that was already removed. The Board approved the charge of \$225.00 for this. Also, remove a deal Oak tree between Building 132 and 138. There was a question about whether permission from the County is required to remove this tree. Shelly Mandell will find out.
 - d. Bid #1778 – This is part of an old bid. The request is for \$200.00 every six months to treat the interior ficus plants. The intent is to try to save these until we have funds to replace them. The Board rejected this bid, believing that they weren’t in good enough condition to try to save.
 - e. Bid #1889 to replace dead hedges next to building 180. This bid needs clarification on which plants will go in once the old are removed.
- l. Cleaning Service – Supreme cleaning and Harbald cleaning declined to bid. Naples Cleaning and one other will have proposals into Shelly soon. The Board wants to see cobweb removal and trash pick-up included in the annual contract as well as sweeping out the dumpster enclosures.
- m. Power Washing White Triangles – The board has decided to have the white, wooden triangles on the fronts and backs of each building power washed. Multiple bids were obtained and it was decided that it will be done but tabled until we have the trees trimmed so they don’t rub against the newly cleaned triangles.

NEW BUSINESS

- a. Dead Palm – Don Whitehouse mentioned a dead palm at the Palm View entrance that will need to be removed.
- b. Refinishing Swimming Pool – The swimming pool looks very unkempt yet it is mostly due to cracking, caulk dissolving, staining, etc. so cleaning is not an option. The Board has

money that has accrued over the years for pool refinishing so it has been decided to refinish the pool completely. This includes draining the pool, recaulking the areas around drains and lights, refinishing concrete, retiling the water line and replacing the curb around the pool and finally refilling the water. Stahlman Pools and Nassau Pools submitted bids but more comprehensive bids need to be obtained with a scope of work. Bobbi Jo made a motion to accept the pool refinishing project pending further information from Stahlman. Chris seconded and the motion passed.

- c. Irrigation – The Board has spoken about doing a major overhaul to the irrigation system so more water is used from the lake as opposed to paying for city water. This will also include identifying areas that are over or under-watered and capping irrigation that does not need to exist (e.g. spraying mulch). Shelly will be adding a line item to the budget for the irrigation project.
- d. Parking Permit System – Due to a lack of records on which parking stickers are still active, the Board has decided to start from scratch with brand new stickers. Shelly will get bids on these stickers. Sandcastle will begin handling the distribution of parking stickers and guest passes. Stickers will be stapled to a parking rules and regulations form so everyone is aware of our policies and proper recordkeeping will begin.
- e. Legal Issues
 - a. 198 #102 – The bank has taken title and our Attorney has received a check for past fees.
 - b. 156 #101 – With the owner out of the country, Bobbi Jo has asked that the owner is re-served.
- f. Rental Policies – A unit has been identified as having numerous short-term guests throughout the year. Another letter will be sent to the owners to remind them that rentals must be 30 days and no more than 3 per year.
- g. Plant on Crown Drive – A plant on Crown Drive is interfering with safe driving into and out of the complex. We will have this removed when the new plantings are in.
- h. New Legal Issues – The Board spoke of engaging Attorney Falk on modifying our condo docs to update rental restrictions. We will also seek advice on establishing guidelines for tenants (e.g. criminal background check) and rules for refusal. Finally, we would like to get advice on establishing staggered board terms and term limits.
- i. Check Signing Procedure – Shelly asked that we modify our check signing procedure to speed up the paying of vendors. The new policy will be to have Becky sign as our treasurer and then the checks will be scanned and sent to the board. If approved digitally, Trevor Lutz (Sandcastle Owner) can sign on our behalf.

- j. Check to Attorney Ballenger – One remaining check exists for \$200 for work done under the prior board. The Board voted to pay this final check.
- k. Meeting Dates – Dates of future meetings were not formally discussed.

MOTION TO ADJOURN

Motion to adjourn was made at 12:45pm by Chris and seconded by Bobbi Jo.