

# PEBBLESHORES CONDOMINIUM ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, March 28, 2016

### CALL TO ORDER & DETERMINATION OF QUORUM

The meeting was called to order at 10:09 a.m. by President Bobbi Jo Dunn-Mendez. Other board members present: Chris Farrugia, Reid Page, and Doug Macbeth establishing a quorum. Also present was Shelly Mandell, representing Sandcastle Community Management. Becky Easlick joined the Board following her appointment.

### 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 29, 2016 meeting were reviewed and approved as written.

### REISIGNATION AND APPOINTMENT

The resignation of Donna DelMonico as director and treasurer was announced and accepted. Donna was warmly thanked for her service on the Board. Becky Easlick was nominated by Chris, seconded by Reid and approved by acclamation. Becky will serve as director and treasurer.

### REPORTS OF OFFICERS AND STANDING COMMITTEES

Landscaping Committee spokesperson, Clara Blackard, reported on the major work of the committee and put forth several proposals for consideration. Following discussion and proper motions and seconds, the Board voted unanimously to accept three estimates offered by Vision Turf Care:

1. Estimate #1776- Removing all ficus hedges along the roadways and replacing with other specified plantings at a cost of \$10,700.00.
2. Estimate #1782- Installing several plantings, white egg rock, and mulch near the clubhouse and Palm View entrance at a cost of \$840.00.
3. Estimate #1783- Removing dead plants in front of buildings 180 & 186 at a cost of \$425.00

Doug and Reid reported on several projects involving the buildings and grounds. These included: seeking bids for increased pole lighting and the replacement of the door/frame on the clubhouse pump room, repairing rusting clubhouse doors and damaged downspouts by volunteers Fred Dzimek and Andy Anderson (cost of materials only), adjusting spray pattern on lake fountains, replacing all globe light bulbs with brighter white ones, seeking bids and making arrangements for stair painting, overseeing the cleaning of carports by a contractor, managing a program of dryer vent cleaning for owners, erecting additional "no parking" signs, and obtaining estimates from Vision Turf Care for redesigning the irrigation system for more efficient operation (a long-range project to be address in 2017 budget).

### UNFINISHED BUSINESS

- a. *Communications Guidelines for Pebbles Shores Board of Directors*- Bobbi moved, seconded by Reid to adopt the communications guidelines as presented at the Strategic Planning Committee on March 21. The guidelines are intended to benefit the flow of communication between owners, directors, and property management. The

motion passed, all in favor. These guidelines will be a component of a broader Welcoming Package that is being developed separately by Chris DeSalvo.

- b. Ratification of Work Orders- Chris moved, Bobbi seconded, that emergency work orders recently completed by Affordable Handyman and First Class Plumbing be ratified. Motion passed 5 – 0.
- c. Painting Proposal- On a motion by Doug, seconded by Reid, the directors voted unanimously to amend their previous approval of a painting proposal from Service Painting Florida to total \$3335.00.

## **NEW BUSINESS**

- a. Strategic Planning Committee- On the recommendation of President Mendez, the directors unanimously approved the establishment of a committee that would meet periodically to informally discuss current issues and develop agenda items for upcoming BOD meetings. The committee would be composed of all directors, standing committee chairs, and three volunteers chosen at large. The volunteers for this year's committee are Kathleen Hassan, Carole O'Connell, and Darlene Reynolds.
- b. *Lease Approval Application Form*- The directors voted unanimously to revise the current form to include a description of commercial vehicles that is consistent with that in the *Rules, Regulations, and Guidelines*.
- c. Signatories- Bobbi made a motion, seconded by Doug, that all directors and the property manager be signatories on our checking account. Two signers would be required on every check; directors would be the primary signatories. The motion passed without dissent.
- d. Shelly reviewed changes in the Association's comprehensive insurance policy. The changes have resulted in some lower premium costs.
- e. Liens and Foreclosures- Attorneys handling legal matters relative to unpaid fees/fines have recommended a preliminary lien letter be issued on unit 198/102 and foreclosure/eviction proceedings be started on unit 156/101. On a motion by Bobbi, seconded by Doug, the directors voted in favor of these actions 5 – 0.
- f. Cleaning of the Clubhouse- Because of considerable dissatisfaction with the unkept appearance of the clubhouse, Bobbi moved and Reid seconded to proceed with two actions: 1. Request that Sandcastle seek bids for janitorial cleaning of the clubhouse, and 2. Have Chris arrange for the carpet to be "shampooed" in May using a dry chemical process. The motion passed without dissent.
- g. Pool Matters-
  - 1. ORP replacement/repair- Because of some uncertain information, the directors tabled this matter for consideration at a later time.
  - 2. Pool cleaning- Because the quality of regular pool cleaning has been inconsistent, Shelly was asked to discuss the matter with Stahlman Pool Company to improve the service.
  - 3. Pump room door- On a motion by Doug and a second by Reid, the directors unanimously approved a proposal by Heape Enterprise, Inc. to replace the door and frame on the clubhouse pump room at a cost of \$1200.00, plus approximately \$75 for the lockset.
  - 4. Pool access key cards- There is a supply of programmed key cards in the file cabinet that can be issued as new or replacement cards are needed. Bobbi is in possession of information to manage the system.
- h. Landscape Projects- These matters were discussed and actions taken under Committee Reports above.
- i. Maintenance Contracts- Shelly was asked to review all existing maintenance contracts, particularly those that are outdated, and report back to the BOD at a later time.
- j. Spring Newsletter- The target date for distributing the Spring Newsletter is April 20. Articles and information to be included in the Newsletter should be submitted to Doug by April 7, if possible. It was agreed that distribution would be via email to those owners with email addresses in our Shared Directory and via postal mail to others.
- k. Future Meetings- April 11, 10:00 a.m. Strategic Planning Committee; April 19, 10:00 a.m. BOD regular meeting.
- l. Other- All directors will be designated as responsible for ordering towing of improperly parked vehicles. Bobbi, Becky, and Chris will assume responsibility for parking tags and stickers over the summer and fall months ahead.

Bobbi will assemble a list of annual leases and be vigilant that new leases and renewals are managed in accordance with our rules and standard operating procedures.

**COMMENTS, QUESTIONS & ANNOUNCEMENTS**

Throughout the meeting, owners in attendance shared in the discussions.

**ADJOURNMENT**

Bobbi Jo moved to adjourn the meeting at 1:15 p.m., seconded by Reid; motion carried.

Next meeting of the Board is scheduled for April 19, 2016 at 10:00 a.m. in the clubhouse.

Respectfully submitted,  
Douglas Macbeth  
Secretary