

**PEBBLESHORES CONDOMINIUM ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**Friday, July 28, 2017**

**CALL TO ORDER & DETERMINATION OF QUORUM**

The meeting was called to order at 10:05 a.m. by President Becky Easlick. Other directors present were Don Whitehouse, Bobbi Jo Dunn-Mendez, and Jim St. John & Doug Macbeth (via conference call) 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 June 21, 2017 meeting were considered for approval. Bobbi raised a concern regarding the parenthetical notation that indicated her motion to table discussion on the 120/202 plumbing bill did not include soliciting an attorney's opinion. Bobbi stated it was her intention to seek a legal opinion and a consensus of directors agreed. With that change, Bobbi moved that we accept the minutes. The motion, seconded by Don, passed unanimously.

**REPORTS OF OFFICERS AND STANDING COMMITTEES**

There were no formal reports from officers or committees, but Becky did mention that she was pleased with landscaping. Bobbi raised a concern about mulch being washed away in some locations from the heavy rains.

Shelly also addressed a few issues during this portion of the agenda: 1. We need to confirm dates for budget workshop and annual meetings. After brief discussion, Doug moved that the 2018 Annual Meeting be scheduled approximately mid-January. The motion was seconded by Becky and passed 3 – 2, with Bobbi and Don voting in the negative. Becky followed-up by stating that the date of future annual meetings would be a question on the newsletter survey. 2. Sandcastle is about to launch accounts payable on-line and electronic check signing. Two directors, as first-signers, would be trained. Sales and rental applications will also be done completely on-line. 3. Preliminary work on the 2018 budget is underway. Shelly requested directors to send her particular concerns that should be addressed. 4. Sandcastle is now under new management, but major changes are not anticipated. Jim requested that he be presented with a standard operating procedure for handling leases. A meeting will be arranged while he's at Pebble Shores in October.

**UNFINISHED BUSINESS**

- a. Issues Reviewed with Attorney in a July 25, 2017 meeting attended by Becky, Shelly, and Attorney Falk):
  1. Plumbing building 120/102/202- We must follow our documents regardless of current law. No leeway. After a lengthy and controversial discussion, the board informally agreed to table further discussion until we receive the written opinion. As an aside, Shelly noted that the expense for the water line repair at building 120 was coded as "miscellaneous" rather than "building repairs and maintenance" after consultation with Treasurer Don Whitehouse prior to any formal consideration of the matter by the board.
  2. Lease Application- We are waiting for a legal opinion on proposed changes to the form. On a related matter, Becky discussed the need to develop a process for dealing with expired leases. Mr. Falk indicated that we can't remove parking privileges as an enforcement measure.

3. Cap on Annual Rentals- This would require amending our documents. Notification would go out in the Annual Meeting mailing.
  4. Abuse of Rental Privileges- Sending a strongly worded second letter, indicating that there may be legal consequences if the abuse is not corrected, seems to be the best option to deal with this troublesome matter. Developing a fining or compliance committee would be cumbersome.
  5. Voting Rights for Units With No-Named Owners- Because our documents don't require that we know the names of persons representing an LLC, Family Trust , Organization, or Corporation as the registered owner of a unit, the board agreed not to pursue this concern that had been raised by an individual owner. The owner may pursue this information as an individual initiative if he chooses to do so.
  6. Minimum Rental Period in Collier County- An individual unit owner expressed a concern that Pebble Shores was not abiding by the 6 month minimum rental period required in Collier County. Because this is a minimally enforced ordinance and one that is in contradiction with the majority of condominiums in the County, the board agreed at this time not to change our one month minimum rule for rentals.
- b. Carpet & Clubhouse Cleaning- Don recently arranged for cleaning of the clubhouse carpet, and it is now very presentable. Becky was concerned with the cost and suggested that next year we should use available coupons and move the furniture ourselves to reduce the expense. There have also been concerns about the deportment of persons renting the clubhouse for parties and other events. Maybe we need to better convey and monitor our rules on use and parking during the event. She also questioned the need to clean the clubhouse on a weekly basis during the summer months when its use is minimal.
  - c. Update Drainage Issue- Shelly reported that rainwater drainage is an issue in many places of our neighborhood. The County official's only recommendation was to keep our drainage swales and pipes clear of accumulated debris. Everyone concurred that Becky should seek proposals for the inspection and cleaning of the rainwater drain pipes. Doug pointed out that most of our drainage throughout the community is via the above ground swales and poor runoff in these areas would not be affected by cleaning the pipes. Nevertheless, drainage in those areas would certainly be improved if the pipes are clear and the inlets are not covered with debris.
  - d. Update Pool/Spa Renovation- Additional repairs are needed to the spa. Becky made a motion, seconded by Don, that the \$6,850 proposal presented by Stahlman Pool Company on July 20, 2017 be accepted. The motion passed without dissent. Shelly indicated that there may be other proposals coming in regard to spa repairs. During the renovation, the workers also noted some structural problems with the pool that may have been in the original construction or developed with aging. Although some of this has been corrected, it has influenced the type of coping used. Pressure testing still needs to be completed. Because the pool will be closed longer than anticipated, Shelly was asked to arrange for notification to owners and residents.
  - e. New Signage/Decal- Jim reported video surveillance signs are needed at both entrances to the community and at the pool area. He's working on procuring the signs. Bobbi moved that the signs are ordered and the installation is completed as soon as possible. Becky seconded the motion that passed with unanimous consent. The decals on building 108 and 120 signs need replacing. Bobbi made a motion, seconded by Don, that we replace these decals. The motion was approved 5 - 0. Shelly will order the decals

## **NEW BUSINESS**

- a. Summary of Repairs Last Month- Becky reported on a list of electrical repairs and handyman chores that were accomplished in recent weeks. Three roofing leaks were discovered and fixed by the installer at a cost of about \$2650, plus the cost of drywall repair. None of this is covered under the warranty. Shelly recommended that we look into getting an annual inspection & maintenance agreement. The air conditioner drain line in the clubhouse was plugged and required opening at a cost of over \$300. Shelly will look into why the filter is "locked", while Bobbi will investigate the drain pan.

- b. Ad Hoc Parking Committee Report- New forms have been developed. There was mutual agreement among the directors that the new forms be implemented soon. Becky also discussed the committee's work on creating an appeal process for owners and residents desiring to have three parking permits on a limited basis. Following a very lengthy discussion by loquacious directors on the pros and cons of the contentious issue, Becky determined that it would be referred back to the committee to gather input from a larger contingent of owners during the winter season. Another suggestion coming from the committee is to use new parking stickers that have a carport number printed on the sticker. Each owner would receive two uniquely printed stickers.
- c. Car Damage/Reimbursement Request- A resident submitted a request for reimbursement of damage to her car after she collided with a carport post that had a loose aluminum downspout strap. The board unanimously agreed that the request had no merit. Shelly will follow-up with a letter of explanation to the resident. At this point, Don departed the meeting.
- d. Summer Newsletter/Survey- A newsletter will be published and distributed later in the summer. Becky requested that Doug send her the owner directories that will be needed for distribution and that directors should comment on the survey draft that will be emailed to them within a few days. Bobbi discussed her ideas for compiling and distributing the newsletter. She will work with Becky to explore the options. Directors will be asked to submit articles. Tallying of the survey results will be done in an open meeting to be held in November, possibly the 13<sup>th</sup>.

### **Comments/Questions**

Becky will arrange strategic planning committee and budget discussion meetings in October. There are lots of items that need input. Possible dates are the weeks of October 2 and 23. The directors expressed their appreciation to Becky for the time and effort she devotes to the office of President.

### **ADJOURNMENT**

Becky moved to adjourn the meeting at 2:02 p.m. Bobbi seconded the motion and the meeting adjourned.

Respectfully submitted,  
Douglas Macbeth  
Secretary