



**BOARD OF DIRECTORS MEETING
May 28th, 2020**

Meeting Called to order: 10:05am in Excelsior Community Room by Craig Dobson - President.

Roll Call: In attendance were Jim London, Tom Murray, Craig Dobson, and Sally Innis Klitz. Terry Jones and Jim McCoy. Lisa Donatelli was absent. Also, in attendance was Manager, Dan Watnem.

Quorum Established with 6 members in attendance.

Confirmation of Posting of Meeting: Manager Dan Watnem confirmed the meeting was properly posted on the premises complying with the 48 hour notice requirement.

Reading and Approval of Minutes of 5/14/20: Requested adding “not having guest use the common area facilities” to the minutes. Jim London made a motion to waive the reading of the past minutes. Tom Murray seconded the motion. With all in favor and none opposed, the motion passed.

Committee Reports –

Management - Dan Watnem – Keeping essential work done, Dan has put together a summer maintenance plan, including paint touch ups, power wash carports and many other items. Dan will provide the list to the Bod.

We have been seeing termite issues in units. One unit in building 4 and one villa has a larger infestation. In the past we have relied on “natural’ products, but sometime we need to use a stronger product. Dan has been impressed with a new termite company being brought in for these two units and he plans to have a “trial” run with them moving forward. Their first applications have been less expensive than the previous company.

The spa heater on the beach side has failed and will be replaced with a heat pump similar to what was done on the bay side. There is a cost savings on the utility usage side with the heat pump.

We are having issues with two trash chute doors above the trash bins failing and need to be repaired. Dan is looking to repair/replace all doors across all buildings as most are showing signs of damage after nearly 40yrs.

Finance – Sally Innis-Klitz – Sally would like to have a better understanding of the upcoming projects as far as spend in the upcoming years.

Jim McCoy comments - It is important to point out that we have **not** delayed any project relating to the maintenance of any of our buildings due to the community room project. Neither the painting nor the walkways were scheduled as 2020 projects. The Board is currently researching (with outside engineering consultants) underlying building repair and water issues that must be addressed prior to the initiation of the painting and walkways so that these repairs do not have to be revisited later at more cost and inconvenience.

It is also important to remember that our owners (excluding the villas) have consistently voted each year to waive 100% funding of capital projects in favor of funding reserves at 50% of expected costs. Despite 50% funding, the Board continues to focus on prioritizing projects according to need and estimated life with the intent of completing these projects with little or no additional assessments to the owners.

Tom Murray has reported out with the numbers based on the projected rentals for the remainder of 2020, the 2020 Real Estate operating income into the Excelsior Corp is roughly within 10% of 2019, not including the \$59k PPP loan received.

It is also important to report that **all** quarterly payments have been made by owners YTD in 2020.

Landscaping – Jim London –

Two leaks in the main irrigations system have been repaired.

An owner continues to have concerns from building 4 with regards to the view of the bay. Jim will take another look at it today.

Building Committee – Tom Murray – South Villa roof (flat roof) portions needs looked at for a possible replacement. The tapered area needs recoated every 10yrs or so. An assessment on the South roof recommended recoating. Sherwin Williams will be also looking at it next Tuesday when they are in.

New Business –

Straw Poll results – Results are in from the straw poll regarding changing the weight of dogs and increasing the allowable length of trucks on site are in and these results greatly indicated that the majority of the owners want to keep the

rules as originally established. The board recommends based on the straw poll that we keep the rules as is.

Finalize rules/regulations changes from committee. – Jim McCoy recommended that we put a statement in the document regarding no smoking in certain public areas beyond the pool. **Terry Jones made the motion to accept the rules as developed, with the exception of adding a clause regarding smoking as discussed, and that Ken Girtz will work to “Clean up” the marked document for final approval. Jim London made a motion to approve the motion, Jim McCoy seconded the motion. With all in favor and none opposed, the motion passed.**

A. Community Room – County has made comments regarding the permit drawings (nothing major). Rabor, our contractor, will update the drawings regarding the comments received and send them back to the county for final approval. We are expecting final approval in the next couple of weeks. Pending immediate approval of the drawings, we still have the opportunity to meet a completion date prior to the “Owners meeting” in November. We also have received all of the quarterly payments from the owners in 2020, which is important as this is where the reserve comes from. The community project budget is \$250,000 with the bids coming in at approximately \$175,000. The bids did not include contingency needed as construction starts nor new furniture for the rooms.

Terry Jones made the motion to move forward with the construction stage of the community room. Jim McCoy seconded the motion. With six (6) Board member approving, the motion was approved.

B. Review Security Contract – Jim London made a motion to approve moving forward with the security installation contract from for \$26,460 with Dehart Corp. Jim McCoy seconded the motion. With all in favor and none opposed, the motion passed.

C. Discuss COVID-19 Restrictions/Lifting of Restrictions –

- a. The Florida Governor has lifted a number of the restriction across the state as things come back to our new “normal”. Dan recommends that we move forward to bring the staff back to site with normal hours. Second, it is also recommended that would place some sort

of a barrier between the desk and front door to limit the proximity to Linda and Annie. Dan will see that this is done. The Board accepts Dan's recommendation provided the barriers are in place.

- b. **Visitors** - It is also important to note that Florida is still restricting some states with a certain level of covid-19 activities to not travel to Florida or if you do, you must be quarantined for 14 days upon your arrival. Linda has the list of states from which reservations can still not be taken (NY,NJ,IL,DE,MA,MI,RI,DC and international including Canada).
- c.
- d. **Workout room** – The Board approved the reopening of the workout room with a maximum usage of 3 people. Dan will see that a sign is put up at the entrance.
- e. **Guests of owners using our facilities** – Board approves moving forward to allow guest of owners to use our common facilities.

D. **Engineering Structural Study – Capital projects - Terry Jones** – Over the next few days, we will be evaluating the state of all of our buildings. This starts with an engineering survey tomorrow of each buildings and the interior lanais of approximately 20 units that have shown signs of cracking and leaking. The engineer will provide us a report that includes a structural site evaluation, reviewing existing water damage and remediation recommendations, roofing, gutters, walkways, and rails for each building. We also have Sherwin Williams coming to test each building's paint thickness and condition, a roofing company that specializes in flashing, the company that coated our walkways over 19yrs ago and a gutter company. Our plan is to take the report and recommendations from each company and put a longer term plan together to repair each of the buildings over the next few years.

E. **Summer Projects** – Some projects that were requested by owner included cleaning the coach lights around the site and also looking at other solutions for cleaning the walkways until they are replaced.

F. **Board communications** – Should we limit the comments regarding the meeting within a certain time frame prior to the meeting? Dan and Jim will looking at a Board email prior to 24hrs before the meeting.

G.

Adjournment: Jim London made a motion to adjourn the meeting, seconded by Tom Murray. All approved. Meeting was adjourned at 12:50pm.

Respectfully submitted by Terry Jones, Secretary