

Florida Bay Club Condominium Association, Inc.

P.O. Box 372520, 103500 Overseas Highway
Key Largo, FL 33037
Phone 305-451-0101 ext. 204, Fax 305-451-0443
flabayclub@gmail.com
Website. flabayclub.com

Notice and Agenda of Board of Directors Meeting

Tuesday 21st of October at 7.30pm in the Association Office

Call to Order and Certification of Quorum.

President Matthew Peabody

Managers Report

Meet Shelby Valles
Lopez Updates

Treasurers Report

Old Business:

Hot Tubs
Comp time
Doc's Committee
Recreation Committee

New Business:

BP Money
Roof Quotes
Round Table

Adjourn

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Managers Report October 21st 2014

During the summer months we started work on the board walk, that is now completed and work has started on the balconies, which is making a lot of people very happy. We are looking at four to five weeks for this to be completed.

Work on the pool started yesterday the 20th of October weather permitting this will be completed in a three week time scale. Dan was here on site at 7.45am. We passed the electrical inspection yesterday. We have a big storm coming in which may delay us for a couple of days. Jimmy Johnsons Big Chill is allowing us to use their pool at \$5.00 per head, (It is normally \$15 per head), big thank you to the Big Chill.

You have all received the three quotes for the roofs; this is something that we maybe able to do with Gulf Cost claim monies. We should have a figure soon, so I have been told by Mary who I am dealing with.

Lopez Case, as you are all aware the Judge dismissed the case and gave the Lopez's 30 days to come back with a better argument, as far as I am aware that has not happened. I am waiting for a call back from Captain Fanelli from the Sheriffs office on what they can now do for us if the Lopez's come on sight.

Maintenance Fee payments from the 1st of September onwards only 5 people have paid by Credit Card and were charged the 3.5% cc fee, massive turn around and savings so far on CC Fees.

Elizabeth, who I had hired as Asst Manager, did not work out. Our new Asst Manager is Shelby Valles, all guest and owners seem very happy with her, as I am.

We still had 15 people who were in foreclosure with Mr. Cullen, as he is no longer our Attorney of Record, he has not done anything with them, so earlier in the summer I handed them over to Becker and Poliakoff, and they have started the process of completing these for me.

Robert West is on site for two weeks, I went home yesterday with a Migraine, thank you Robert for that.

SHELBYVALLES

291 S Coconut Palm Blvd, Tavernier, FL 33070

Cell: 305-522-4386

shelbyvalles@yahoo.com

EXECUTIVE SUMMARY

High-Energy Manager successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth. Driven to cut company costs and boost company revenue through innovative management techniques. Organized and diligent, with excellent written, oral and interpersonal communication skills.

CORE QUALIFICATIONS

Staff development
Inventory control
Change management
Compensation/benefits administration
Policy/program development
Staff training

Supervision and training
Calm under pressure
Complex problem solving
Administrative Skills
Time Management
Budgeting and Forecasts
Fast Learner

PROFESSIONAL EXPERIENCE

POSTCARD INN @ HOLIDAY ISLE

Islamorada, FL

Shula's General Manager

08/2013 to 01/2014

Plan and manage the restaurant as appropriate in order to achieve customer satisfaction, and quality service. Forecast, implement, monitor, control and report on the budgets and their components (labor costs, food costs, beverage costs, supplies, equipment, etc.) to maximize revenue and minimize expenses while ensuring adequate supplies and staff are on hand to provide top quality customer service.

POSTCARD INN @ HOLIDAY ISLE

Islamorada, FL

Human Resource & Payroll Manager

02/2007 to 01/2014

Maintains Human Resource Information System records and compiles reports from database. Maintained compliance with federal and state regulations concerning employment. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations. Participates in developing department goals, objectives, and systems. Handles employee relations counseling, outplacement counseling, and exit interviewing.

Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers. Maintained payroll operations by following policies and procedures; reporting needed changes for 250 employees on a bi-weekly pay period.

FLORIDA KEYS ELECTRIC CO-OP

Tavernier, FL

Capital Credit Clerk

09/2001 to 08/2006

CREATIVE DESIGNS

Tallahassee, FL

Salon Owner / Nail Technician

04/1996 to 07/2001

**Florida Bay Club
October 21st Board Meeting
Treasurers Report**

10/21/14

Bank Balances:

Centennial – Reserve (Money Market)	\$202,333.36
Centennial – CD	<u>\$ 10,080.22</u>
Total Monies in Centennial Bank	\$212,413.58
First State Bank -Operating Account	\$ 22,655.13
-Money Market	\$ 1,938.43
-Tax Account	\$ 100.00
-Reserve Money Market Account	<u>\$ 45,190.25</u>
Sub Total	\$ 69,883.81
-Savings Account	<u>\$ 1,063.55</u>
Total Monies in First State Bank	\$ 70,947.36
Grand Total of all Monies	\$283,360.94

Balances as of 3:00 pm today, Tuesday October 21, 2014

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**Minutes of Board of Directors Meeting Tuesday 21st of October in the
Association Office**

President Peabody, certified a Quorum of Directors and called the meeting to order. Present by conference call were President Peabody, Vice President Irvin, Treasurer Kauffman and Directors West, Truran, Gandham and Benvegna.

Meeting called to order at 7.32pm.

Bernadette Pinto, read the Managers Report.

Linda Kauffman, read the Treasures Report.

The new assistant Manager Shelby Valles, was introduced to the Board, her Resume had been sent to the Board prior to the meeting for them to read.

Old Business:

Hot Tubs:

Only one lady is not happy about the lack of Hot Tub in C1, also a couple of e-mails had been received. Decision on replacing the Hot Tubs was shelved until a later meeting. Motioned by Director West, seconded Director Irvin, Director West opposed. Motion carried.

Comp Time:

It was decided to let Bernadette carry over any comp time she had to the following year. Also Director Gandham is going to look into 3 options of comp time to be put into contract. Motioned by Director Benvegna, seconded by Director Irvin.

Doc' s Committee:

It was decided to try and get the By- laws ready by the end of the year, for a owner to look over. Then to see if we can get them passed the following year. Committee still stands with Director's Truran and Benvegna. Motioned by Director West, seconded Treasurer Kauffman.

Recreation Committee.

The Recreation Committee gave Management a budget of \$5000, to do the games area and clean up the back side of the B Block.

Motioned by Treasurer Kauffman seconded Director West.

New Business:

BP Money:

It discussed that we got the Roof Quotes had been gotten in in-case the BP money came in before the end of the year. Because we didn't want to pay double tax and the money we got from BP.

Roof Quotes:

Everyone received copies of the Quotes, in-case we receive the BP money.

Round Table:

Thermostats were discussed and decided not to replace them all. It was decided to put a small sign above the thermostats asking owners to make sure if doors are open, to turn off the AC. Motion to shelve Director West seconded Director Irvin.

Motion the adjourn meeting Treasurer Kauffman seconded Director Benvegna