

**FLORIDA BAY CLUB CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS TELEPHONIC MEETING MINUTES**

December 27, 2016

**I. CALL TO ORDER/ ROLL CALL**

A duly noticed telephonic meeting of the Board of Directors was called to order by President Phil Truran at 6:33 p.m. with the following persons in attendance:

Board of Directors:

Phillip Truran, President  
James Farmer, Secretary  
Edward Daniel, Treasurer  
John Lexa, Director  
Wanda Robbins, Director

Absent:

Michael Gandham, Vice President  
Michael Heise, Director

Vacation Resorts International and Resort Management:

Richard M. Schwartz, Vice President of Resort Operations/VRI  
Shelby Valles, General Manager/VRI

Owners Present in Resort Office:

Mary Blackburn  
Richard Walser  
Joann Hardin (PLC Investments)  
Janet O'Connor  
Frank Chapp  
Rodney Guise

Owners Present Telephonically:

Rebecca Bolesta  
Mark Chatlos  
Susan Chatlos

**II. NOTICE CERTIFICATION/QUORUM VERIFICATION**

A. Affidavit of Mailing

An Affidavit of Mailing is on file in the Association's minute book.

B. Posted

Shelby Valles confirmed that the notice of the meeting was posted at the resort in an approved location in accordance with the condominium documents and Florida Statute.

C. Quorum

A quorum was established with five Board members in attendance.

**III. APPROVAL OF AGENDA**

**MOTION:** Wanda Robbins moved to approve the agenda as presented.

**SECOND:** Motion was seconded by Jim Farmer.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES (11-29-16)**

**MOTION:** Phil Truran moved to approve the Regular Board Meeting Minutes of November 29, 2016 as written.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**V. MANAGEMENT REPORTS**

**A. Financial Report**

Richard Schwartz reviewed the October 2016 financial report, copies of which were provided to each attendee.

**MOTION:** Ed Daniel moved to approve the October 2016 financial report as presented.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**B. Delinquency Report**

Richard Schwartz reviewed the Delinquency Report as of December 19, 2016, copies of which were provided to each attendee. Ed Daniel requested that the delinquency reports provide more detail.

**MOTION:** Ed Daniel moved to approve the delinquency report as presented.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**C. RCI Report**

Richard Schwartz reviewed the RCI Report as of December 20, 2016, copies of which were provided to each attendee.

**D. Transition Update**

Richard Schwartz stated that the transition is complete and that the November financials are in the process of preparation by VRI. The initial financials take longer than usual due to verification of prior balances and setup. The payroll is scheduled to transition to ADP and VRI as of January 1, 2017.

VI. UNFINISHED BUSINESS

A. Response to DBPR Deficiency Letter

Richard Schwartz reported that VRI responded to the deficiency notice received from the DBPR on September 23, 2016 and that the DBPR accepted all responses. A copy of the response was provided to all attendees.

B. Rentals

1. Inventory for Rental Program – 2017 and 2018

Tabled until next Board Meeting.

2. Seven Day Minimum

Tabled until next Board Meeting.

C. ADA Compliant Pool Lift

A proposal and specifications for the installation of an Aqua Creek ADA Complaint Pool Lift by Rep Richard LLC was provided to all attendees. John Lexa recommended more research on this matter as he did not feel the resort was required to install an ADA compliant pool lift. The Board requested two more proposals for the next Board meeting.

D. Handling of Real Estate Matters

1. Foreclosures (Judicial and Non-Judicial)

Two proposals for both judicial and non-judicial foreclosures were provided to all attendees.

**MOTION:** Jim Farmer moved to approve requesting attorney James Staack to review the governing documents to determine if non-judicial foreclosure procedures can be implemented without the need to amend the governing documents.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

2. Sales (Association and Owners)

Shelby Valles advised the attendees that, after numerous attempts, she was unable to contact Attorney Laura Morgan about providing legal services for Association and owner sales. Phil Truran stated that he would contact Becker & Poliakoff about a recommendation to provide such services.

3. Deed Backs

The Board discussed the current deed back policy and whether any changes were needed. The Board decided to keep the policy as written and to utilize Becker & Poliakoff to facilitate the deed backs.

E. Collection Letter

Richard Schwartz provided a copy of a collection letter requested at the last Board Meeting with provided options to delinquent owners including full payment, payment plan, deed back or foreclosure.

**MOTION:** Jim Farmer moved to approve the collection letter as revised and presented and to send immediately to any owner not on a payment plan with a balance for 2016 or prior years over \$805.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**VII. NEW BUSINESS**

A. 2017 Revised Proposed Budget - Approval

**MOTION:** Ed Daniel moved to approve the 2017 Revised Proposed Operating and Reserve Budgets as presented with revenues totaling \$761,938 including the maintenance fees, reserve contribution and real estate tax assessments.

**SECOND:** Motion was seconded by Phil Truran.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

B. Closing of Bank Accounts

Richard Schwartz requested the closing of all Florida Bay Club existing bank accounts other than the resort account, which will be used by the GM, and sending the funds to the new Florida Bay Club accounts under the supervision of VRI and Merrill Lynch.

**MOTION:** Ed Daniel moved to approve closing all existing bank accounts and certificates of deposit except for the operating account at First State Bank which will be used as the local bank account for resort purposes. All funds from the closed accounts will be sent to VRI and Merrill Lynch.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

C. Electronic Consent Form

A copy of an Electronic Consent Form was provided to all attendees. These forms are used to allow owners to consent to receive all Association mailings via email rather than regular mail.

**MOTION:** Jim Farmer moved to approve the new Electronic Information Acceptance Form as presented.

**SECOND:** Motion was seconded by Phil Truran.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

D. Employee Handbook

A draft of an Association Employee Handbook, copied from the VRI Employee Handbook was provided to all attendees.

An Employee Handbook Committee was appointed to review the handbook provided by VRI, consisting of Jim Farmer as Chairperson, Mike Heise and Wanda Robbins.

**VIII. EXECUTIVE SESSION**

**MOTION:** Phil Truran moved to adjourn to Executive Session at 7:52 p.m.

**SECOND:** Motion was seconded by Jim Farmer.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**MOTION:** Wanda Robbins moved to return to regular meeting at 8:33 p.m.

**SECOND:** Motion was seconded by John Lexa.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

The following motions were based on discussions during executive session.

A. Staff Vacations

**MOTION:** Wanda Robbins moved to approve paying Florentine Velasquez for all accrued and unused vacation time for 2016. Beginning in 2017, the vacation policy will be that any unused vacation time will be forfeited at year end.

**SECOND:** Motion was seconded by Ed Daniel.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

B. Employee Health Insurance

Tabled until next Board meeting. John Lexa will research this matter.

C. Lopez Appeal

**MOTION:** Ed Daniel moved to approve proceeding with defending the Lopez appeal.

**SECOND:** Motion was seconded by Wanda Robbins.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

**IX. SCHEDULING OF MEETING DATES/ TIMES**

- The Owner Meeting from December 27, 2016 is scheduled to reconvene on Thursday, December 29, 2016 at 6:00 p.m.
- The next scheduled Board meeting is Tuesday, January 31, 2017 at 6:00 p.m. via teleconference.

**X. ADJOURNMENT**

**MOTION:** John Lexa moved to adjourn the meeting at 8:41 p.m.

**SECOND:** Motion was seconded by Phil Truran.

**DISCUSSION:** None.

**VOTE:** The motion was approved unanimously.

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James Farmer, Secretary

RMS/jmf

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