

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

February 28, 2017

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

A duly noticed meeting of the Board of Directors, held at the Florida Bay Club office, was called to order by President Phil Truran at 6:07 p.m. with the following persons in attendance:

Board of Directors:

Phillip Truran, President (via teleconference)  
Michael Gandham, Vice President (via teleconference)  
James Farmer, Secretary  
Edward Daniel, Treasurer  
Michael Heise, Director (via teleconference)  
John Lexa, Director (via teleconference)  
Wanda Robbins, Director (via teleconference)

Vacation Resorts International and Resort Management:

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

Owners:

Millie and Bob Gorman  
Cathy and Bob Fletcher  
Cricket Gallegos  
Susie and Pete Paine  
Barb Daniel  
Toni and Dave Richards  
Dave Purdy

**II. NOTICE CERTIFICATION/QUORUM VERIFICATION**

A. 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.

B. Quorum

A quorum was established with seven Board members in attendance.

**III. APPROVAL OF AGENDA**

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

**SECOND:** Motion was seconded by Mike Gandham.

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS MEETING MINUTES (01/31/17)**

**MOTION:** Jim Farmer moved to approve the Regular Board Meeting Minutes of January 31, 2017 as written.

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

**DISCUSSION:** None.

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

**V. MANAGEMENT REPORTS**

**A. Financial Report**

Richard Schwartz reviewed the January 2017 condensed financial report, copies of which were provided to each attendee. Further explanations of budget variances were reviewed line by line from the monthly financial report.

Matters addressed are as follows:

- Large variances in the following budget categories require further research: Pool, Telephone, Data Line and Audit.
- Ed Daniel inquired if Accounts Receivable are written off at year end. Richard stated that they are written off on the financials but the amounts due remain in the owner accounts for future reference. Ed also requested that a monthly Cash Disbursement journal be provided.
- Mike Gandham inquired as to whether the Reserve is fully funded. Richard stated that the Reserve was fully funded for 2017 as outlined in the approved budget.
- An owner inquired as to why the Internet and Telephone budgets are so high. Phil Truran responded citing 911 requirements and commercial versus residential costs.

**MOTION:** Jim Farmer moved to approve the Financial Report as presented.

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

**DISCUSSION:** None.

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

**B. Rental Report**

Richard Schwartz reviewed the Rental Report as of January 31, 2017, reflecting no rentals for the month of January, copies of which were provided to each attendee.

Matters addressed are as follows:

- The seven-day minimum rental is still in place and will be addressed by the Rental Committee.

**C. Delinquency Report**

Richard Schwartz reviewed the Delinquency Report as of February 22, 2017, copies of which were provided to each attendee.

Matters addressed are as follows:

- An owner inquired as to why the delinquent owners are not in foreclosure. Phil Truran responded stating that the previous Board sent very few delinquent accounts to foreclosure. He also stated that this matter is on the agenda for discussion.

**D. RCI Report**

Richard Schwartz reviewed the RCI Report as of February 24, 2017, copies of which were provided to each attendee. All scores are at Gold Crown levels.

**E. General Manager's Report**

Shelby Valles reviewed her General Manager's Report, copies of which were provided to each attendee.

Matters addressed are as follows:

- Shelby advised that the buildings were inspected for termites and the initial report shows swarming termites in certain sections. Additional inspections and proposals will be obtained for the next Board meeting.
- An owner inquired if there is a warranty for the paint on the new roofs. Phil Truran responded that there is a lifetime warranty on the roofs and that the coloring on the metal roofs is not paint.
- An owner stated that dew and rain rolls off the roofs and inquired whether there are any plans to install gutters. Phil Truran directed Richard Schwartz to place gutter installation on the next meeting agenda.

**VI. UNFINISHED BUSINESS**

**A. Rentals**

**1. Inventory for Rental Program – 2018**

Tabled until the Rental Committee has discussed.

**2. Seven Day Minimum**

Richard Schwartz provided rental recommendations from VRI for Board review. The matter was tabled until the Rental Committee has reviewed.

**B. Real Estate Matters**

**1. Foreclosures**

Ed Daniel inquired if there were any prospective buyers of weeks in the event the Board decides to foreclose on delinquent owners. Shelby Valles responded that there were some but that there were also owners interested in selling.

Richard Schwartz advised the attendees that there are twenty-six (26) weeks delinquent for 2016 and prior years, of which four (4) have requested to deed back, leaving twenty-two (22) remaining for possible foreclosure.

**MOTION:** Jim Farmer moved to approve sending the twenty-two (22) weeks for non-judicial foreclosure to attorney James Staack.

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

**DISCUSSION:** None.

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

**2. Sales and Deed Back Processing**

Shelby Valles stated that attorney Laura Morgan agreed to process sales for owners at a cost of \$150 each and sales and deed backs for the Association at a cost of \$125 each. Shelby will inquire about the additional costs for processing title searches for the Association to be sure the Association receives and provides clear title.

**MOTION:** Phil Truran moved to approve utilizing Laura Morgan to process Association sales and deed backs at a cost not to exceed \$200 per transaction including title searches.

**SECOND:** Motion was seconded by Mike Heise.

**DISCUSSION:** None.

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

**MOTION:** Phil Truran moved to approve listing all Association weeks for sale as soon as title is obtained at the following prices:

- Two Bedroom - \$1,500
- Two Bedroom/Building C - \$2,000
- Three Bedroom - \$2,500

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

**DISCUSSION:** None.

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

**C. Employee Handbook**

The Board discussed implementing the revisions previously recommended and submit for final review. Richard Schwartz suggested that the employee handbook, which was copied from the VRI handbook, may be more detailed than needed for Florida Bay Club.

**MOTION:** Wanda Robbins moved to approve allowing Richard Schwartz to review and condense the Employee Handbook with committee recommendations and resubmit to the Board for further review.

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

**DISCUSSION:** None.

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

D. By-Law Amendments

**MOTION:** Phil Truran moved to approve the mailing of the proposed By-Laws amendments to the owners for approval.

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

**DISCUSSION:** None

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

E. Termite Abatement

Shelby Valles reviewed this under V., E. General Manager's Report. Shelby will inquire further about the cost to obtain a warranty insurance policy if the termite abatement is approved.

F. Employee Health Insurance

Richard Schwartz advised the attendees that there has been a recent change in the law regarding reimbursement of employee health insurance premiums.

**MOTION:** Phil Truran moved to approve tabling this matter until the September Board Meeting, which would allow for the three-month timeframe prior to year-end for establishing a reimbursement policy.

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

**DISCUSSION:** None.

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

**VII. NEW BUSINESS**

A. Payment Plans

Richard Schwartz provided a list of 6 owners consisting of 12 weeks currently on payment plans initiated by both VRI and Florida Bay Club.

Jim Farmer volunteered to propose a Payment Plan Policy in coordination with Richard Schwartz for presentation at the next Board meeting. Mike Heise stated that he feels Florida Bay Club should honor all payment plans that were previously approved by the Association.

B. Dock Ice Box

There was much discussion relating to the operation of the dock ice box since it is losing money.

Suggestions ranged from eliminating the box, purchasing a new ice box or hiring a vendor to operate. The Board decided to obtain a proposal from vendors and table this matter until the next meeting.

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

The next scheduled Board meeting is Tuesday, March 28, 2017 at 6:00 p.m.

**IX. ADJOURNMENT**

**MOTION:** Mike Heise moved to adjourn the meeting at 8:52 p.m.

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

**DISCUSSION:** None.

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

---

James Farmer, Secretary

RMS/jmf

fbc: 022817min