

FLORIDA BAY CLUB CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
March 28, 2017

I. CALL TO ORDER/ ROLL CALL

A duly noticed meeting of the Board of Directors held in the resort office was called to order by President Phillip Truran at 6:04 p.m. with the following persons in attendance:

Board of Directors:

Phillip Truran, President
Michael Gandham, Vice President (via teleconference)
James Farmer, Secretary (via teleconference)
Edward Daniel, Treasurer (via teleconference)
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

Others:

Jack Irwin
Becky Bolesta
David 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 (7) Board members in attendance.

III. APPROVAL OF AGENDA

MOTION: Jim Farmer moved to approve the agenda as presented.

SECOND: Motion was seconded by Ed Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

IV. APPROVAL OF PREVIOUS MEETING MINUTES (02/28/17 & 03/10/17)

MOTION: Wanda Robbins moved to approve the Regular Board Meeting Minutes of February 28, 2017 and Telephonic Emergency Meeting Minutes of March 10, 2017 as written.

SECOND: Motion was seconded by Mike Gandham.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. MANAGEMENT REPORTS

A. Financial Report

Ed Daniel reviewed the February 28, 2017 financial report, copies of which were provided to each attendee. Matters discussed further included the following:

- Ed Daniel inquired as to whether the proposed termite project can be charged to Roof Reserves. Richard Schwartz stated that would be acceptable with Board approval.

MOTION: Wanda Robbins moved to accept the financial report as submitted.

SECOND: Motion was seconded by Mike Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. Rental Report

Richard Schwartz reviewed the Rental Report as of February 28, 2017, copies of which were provided to each attendee. Matters discussed further included the following:

- The Board inquired if VRI has confirmed any future rentals at this time. Richard said that he was not aware of any since the rental inventory was only recently provided to VRI.
- The Board requested a VRI report for each monthly meeting showing confirmed future rentals. Richard stated that he will request such report.

C. Delinquency Report

Richard Schwartz reviewed the Delinquency Report as of March 21, 2017, copies of which were provided to each attendee. Richard compared the report to the February 28, 2017 financials, pointing out the additional collections during that period. All questions relating to the report were addressed.

D. RCI Report

Richard Schwartz reviewed the RCI Report as of March 24, 2017, copies of which were provided to each attendee. The 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. Owner Purdy expressed his thanks for everything currently being done at the resort and stated that the owners are happy.

VI. UNFINISHED BUSINESS

A. Rental Inventory - 2018

Phil Truran stated that the Rental Committee will meet on March 30, 2017 at 3:00 p.m. to discuss this matter.

B. Rental Policy – Seven Day Minimum

Phil Truran stated that the Rental Committee will meet on March 30, 2017 at 3:00 p.m. to discuss this matter.

C. Employee Handbook

The changes to the Employee Handbook were provided to the attendees. There was further discussion on the section relating to employee use of the property.

MOTION: Jim Farmer moved to approve the Employee Handbook as revised with a proposed amendment relating to employee use of the property stating that an employee may use the property for one day or less (no overnight use) with approval of the General Manager but longer use of the property requires Board approval.

SECOND: Motion was seconded by Ed Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

There was additional discussion relating to an employee boat being stored on the property for repair work.

MOTION: Phil Truran moved to approve the storage of the employee boat on the property as long as it does not create an eyesore or impedes on owner enjoyment of the property.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

D. Termite Abatement

Currently there are two proposals for termite tenting treatment of the property, specifically Buildings A and B, from Arrow Termite (\$11,020 with an annual insurance bond of \$1,630) and Truly Nolen (\$13,750 with an annual insurance bond of \$1,950). Orkin is scheduled to visit the property on March 31, 2017 to inspect and provide a proposal.

It was suggested that the tongue and groove wood as well as interior beams, which show termite damage, be treated so the termites do not revisit. It was also recommended that the best time to schedule this project is when the winds are at the lowest. In addition, terms and conditions of the insurance bonding should be further researched.

E. Payment Plans

The Board agreed to follow the VRI payment plan rather than adopting a specific one for Florida Bay Club. Shelby Valles is to speak with the owner of fourteen weeks to advise them that payments must be made in a timely manner prior to reserving any weeks for use.

F. Dock Ice Box

Shelby Valles advised the attendees that a new ice box was installed near the office in an effort to help collect usage fees. The ice being stored in the box at the dock will be moved to the new box once it reduces in quantity and that ice box will be removed. This matter will be revisited at the October Board Meeting.

VII. NEW BUSINESS

A. Gutters and Downspouts

Based on owner comments at the last Board Meeting, Phil Truran reported that he has not seen any significant dripping of dew or rain from the roof during his stay at the property. This will continue to be monitored and revisited at the October Board Meeting.

B. Owner's Survey

Ed Daniel reported that he and Phil Truran have created a preliminary Owner's Survey to determine what the owners want and expect at Florida Bay Club in order of priority. An outside source, such as Survey Monkey, can be used to set up and monitor the survey. The data would then be compiled and reported to the ownership.

MOTION: Phil Truran moved to approve establishing an Owner Survey Committee to create and perform the survey, the committee will consist of Ed Daniel as Chairman, Mike Heise, Wanda Robbins, Phil Truran and Shelby Valles.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

Mike Heise inquired about the number of deed backs currently in progress. Shelby Valles responded that four weeks are currently with the attorney for title searches and deed back preparation. She also reported that four weeks are currently titled in the Association's name and will be placed for sale as follows: 2 BDR \$1,500, 2 BDR "C" Building \$2,000 and 3 BDR \$2,500.

Jim Farmer requested material for the April newsletter.

VIII. SCHEDULING OF MEETING DATES/TIMES

The next meeting is scheduled for Tuesday, April 25, 2017 at 6:00 p.m.

IX. ADJOURNMENT

MOTION: Wanda Robbins moved to adjourn the meeting at 7:54 p.m.

SECOND: Motion was seconded by Ed Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

James Farmer, Secretary

RMS/jmf

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