

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

Thursday, May 30, 2019

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

A duly noticed meeting of the Board of Directors was called to order by Phillip Truran at 6:05 p.m. at the Florida Bay Club Office. The following persons were in attendance:

Board of Directors:

Robert West, via telephone  
James Farmer, via telephone  
Wanda Robbins, via telephone  
Edward Daniel, via telephone  
Michael Heise, via telephone  
Michael Gandham, via telephone

Absent:

Phillip Truran

VRI Americas (VRI) and Resort Management:

Shawn Timpe-Samland, Director of Resort Operations/VRI via telephone  
Shelby Valles, Resort General Manager via telephone  
Paul Carney, Sr. Vice President of Resort Operations/VRI via telephone

**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 six of seven Board members in attendance.

**III. APPROVAL OF AGENDA**

**MOTION:** Edward Daniel moved to approve the agenda as presented.

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

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (04/30/19)**

**MOTION:** Edward Daniel moved to approve the April 30, 2019 Board of Directors Meeting Minutes as written.

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

**DISCUSSION:** None.

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

**V. TREASURER'S REPORT**

Edward Daniel reviewed the month ending April 30, 2019 Financial Report, copies of which were provided to each attendee. Edward stated he was pleased with the year-to-date figures being under budget. He stated that the Repair and Maintenance line item needs to be watched Edward stated he reviewed the 2018 Audit and the Association still has a \$57,500 shortfall but is confident that will be eliminated by the end of the year.

**VI. MANAGEMENT REPORTS**

A. Rental – Source of Business Report

Shawn Timpe-Samland reviewed the Rental Report as of April 2019, copies of which were provided to each attendee. Shawn informed the Board that the Florida Bay Club was 97% occupied in the month of April with 72% being owners.

B. Delinquency Report

Shawn Timpe-Samland reviewed the Delinquency Report as of April 2019, copies of which were provided to each attendee. Shawn stated that so far this year \$701,053 out of \$740,938 has been collected and that \$39,886 remains. Shawn stated that currently there are 18 delinquent owners with one owner owing seven of those weeks. Shelby stated that the owner of the seven weeks has already sent a check.

C. RCI Report

Shawn Timpe-Samland reviewed the RCI Report as of April 2019, copies of which were provided to each attendee. Shawn stated that out of the 10 comment cards sent two were received in the month of April. The report showed housekeeping at 4.5 and unit maintenance at 4.0 and overall Shawn was pleased with the results.

D. Sales Report

Shawn Timpe-Samland reviewed the Sales Report as of April 2019, copies of which were provided to each attendee. Shawn informed the Board that there were no sales in the month of April.

**VII. GENERAL MANAGER'S REPORT**

Shelby Valles reviewed the following:

- The kayak stand is finished and holds six kayaks
- Two deep cleanings were completed this past month in B3 and B6. On average, deep cleanings take approximately a week to complete per unit. A new camera system is being installed, the wires have been put in place and the monitor is in the office and the quality is great. The installer will be back on June 5, 2019 to complete the installation and setup the system so that Board members are able to view on their smart phones. Shelby stated that she will send the login information to the Board.

- A portable phone is in the office so that calls are no longer missed.
- The resort is at capacity this week due to Memorial Day. The guest boat dock is full and the weather is hot.
- Maintenance staff will be working on the landscape behind building A.
- Training continues with the housekeepers every week regarding any issues.
- The couches will be professionally cleaned. The covers could be removed to wash the old couches, but not the new couches. At the same time of the deep cleans, the carpet and couches are cleaned and then scotch guarded.
- The spotlight for the fountain and the underwater light for the boat dock have been ordered and should arrive any time now.
- A dock company come to look at the dock, this is something that will need to be addressed sooner rather than later. Maintenance has repaired a few piers a couple of times but it is only a matter of time before something happens.

## VIII. UNFINISHED BUSINESS

### A. Unit A10 Remodel and Window Proposal Update

Shawn Timpe-Samland reviewed the updated summary report with the Keys Window proposal.

**MOTION:** Robert West moved to have the Building Committee meet before the next meeting to review the options and then report back with their recommendations.

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

**DISCUSSION:** None.

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

### B. VRI Contract Committee Recommendations

Robert West stated that the Contract Committee has not been able to meet and asked to postpone discussion until the next meeting.

### C. VRI Action Plan

Shawn Timpe-Samland reviewed the housekeeping action plan submitted to the Board on May 17, 2019.

**MOTION:** Edward Daniel moved to approve Option 3 of the VRI Action Plan as presented.

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

**DISCUSSION:** None.

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

**IX. NEW BUSINESS**

A. Employee Time Clock

Shawn Timpe-Samland reviewed the benefits of installing a time clock for the hourly employees.

**MOTION:** James Farmer moved that VRI management purchase and install a time clock and to update the employee handbook with a new time clock policy.

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

**DISCUSSION:** None.

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

B. Employee Uniforms

Shawn Timpe-Samland reviewed the option of employee uniforms.

**MOTION:** Robert West moved to have Shelby purchase five polo shirts each for Tino and Milo with the club logo and their names embroidered on the shirts.

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

**DISCUSSION:** None.

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

**X. CONFIRMATION/SCHEDULING OF NEXT MEETING DATES/TIME 2019**

The next meeting is scheduled for Tuesday, June 25, 2019 at 6:00 p.m.

**XI. ADJOURNMENT**

**MOTION:** Wanda Robbins moved to adjourn the meeting at 7:25 p.m.

**SECOND:** Motion was seconded by Robert West.

**DISCUSSION:** None.

**VOTE:** Motion was approved unanimously.

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James Farmer, Secretary

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