

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

Tuesday June 25, 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:

Phillip Truran, via telephone  
Robert West, via telephone  
James Farmer, via telephone  
Edward Daniel, via telephone  
Michael Heise, via telephone

Absent:

Wanda Robbins  
Michael Gandham

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 five of seven Board members in attendance.

**III. APPROVAL OF AGENDA**

**MOTION:** Phillip Truran moved to approve the agenda as presented.

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

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (05/30/19)**

**MOTION:** Phillip Truran moved to approve the May 30, 2019 Regular Meeting Minutes with replacing Phillip Truran's name with Robert West for calling the meeting to order.

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

**DISCUSSION:** None.

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

## V. TREASURER'S REPORT

Edward Daniel reviewed the month-end May 31, 2019 Financial Report, copies of which were provided to each attendee. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement, and Cash Flow Analysis. Edward stated the financials were inline with the budget except for office supplies. Edward stated the new camera system was coded to office supplies and should be transferred to the Reserve budget.

**MOTION:** Edward Daniel moved to approve transferring the camera surveillance system from the Operating budget to the Reserve budget under roofing expense.

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

**DISCUSSION:** None.

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

## VI. MANAGEMENT REPORTS

### A. Rental – Source of Business Report

Shawn Timpe-Samland reviewed the Rental Report as of May 31, 2019, copies of which were provided to each attendee. Shawn informed the Board that Florida Bay Club was 97% occupied in the month of May with 63.9% being owners.

### B. Delinquency Report

Shawn Timpe-Samland reviewed the Delinquency Report as of May 31, 2019, copies of which were provided to each attendee. Shawn stated that so far this year \$706,692 of \$740,938 has been collected and that \$34,246 remains. Shawn stated that currently there are 16 delinquent owners with one owner owing ten of those weeks.

### C. RCI Report

Shawn Timpe-Samland reviewed the RCI Report as of May 31, 2019, copies of which were provided to each attendee. Shawn stated that one of the four comment cards received scored the property with all ones due to not being satisfied with the RCI description which lowered the overall scores. The other three cards received scored the property with all fives except for in property amenities and unit maintenance.

### D. Sales Report

Shawn Timpe-Samland reviewed the Sales Report as of May 31, 2019, copies of which were provided to each attendee. Shawn stated that there were no sales in the month of May.

## VII. GENERAL MANAGER'S REPORT

Shelby Valles reviewed the following:

- Completed two deep cleans in units B6 and B1.
- The spotlight for the fountain and the underwater light for the boat dock were completed on June 11, 2019.

- Met with a new company regarding propane gas, they presented a proposal to install timers on the grills at no charge and at a rate of \$2.99 a gallon. Shelby stated that she contacted the current provider and explained the proposal she received. After some discussion with the sales representative, the current company agreed to install the timers for free and will lower the rate to \$1.99 a gallon saving \$3.00 a gallon.
- An owner suggested adding murphy beds in the units where the desk is placed. Shelby stated she would investigate the cost and report to the Board at the next meeting.
- Maintenance had to do some repairs on the decks behind building B.
- Maintenance trimmed all the trees and they look great.
- Ordered Tino and Milo's shirts and they should arrive soon

### VIII. UNFINISHED BUSINESS

#### A. VRI Contract Committee Recommendations

Phillip Truran informed the Board that the Contract Committee is recommending that the Board approve the 10-year VRI Management Contract.

**MOTION:** Robert West moved to approve signing the proposed 10-year VRI Management Contract as presented.

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

**DISCUSSION:** None.

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

#### B. Building Committee Recommendations - Building Painting, Windows & Doors, A10 Remodel, Boat Dock

The Board reviewed each proposal provided and decided to move forward with the renovation of A10 as planned out of the current Reserves. The Board chose Pino Windows of the Keys proposal at \$306,864 for new window and sliders and Upper Keys Marine to replace the boat dock at a cost not to exceed \$110,000. The Board reconfirmed the previously approved proposal from DPS Construction of \$80,000 to paint all three buildings and balconies.

The Phillip Truran asked the Finance Committee to convene before the August Budget meeting to provide a plan to fund the approved work. Phillip stated that if a Special Assessment will be needed, he would like an Owner Notice to be included with the Annual Owners Meeting Notice and 2020 Budget mailing in August.

**MOTION:** Robert West moved to approve the proposal from Pino Windows of the Keys to replace all the windows and sliders at a cost of \$306,864.

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

**DISCUSSION:** None.

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

**MOTION:** Robert West moved to approve the proposal from Upper Keys Marine for a new boat dock using composite materials with the project not to exceed a total cost of \$110,000.

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

**DISCUSSION:** None.

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

**IX. NEW BUSINESS**

A. 2018 Tax Returns

Shawn Timpe-Samland explained to the Board that Tom Bruette, Sr. Vice President of HOA Accounting/VRI, is asking for the Boards approval to sign the Florida Bay Club 2018 tax return and to file.

**MOTION:** James Farmer moved to approve Tom Bruette to sign the 2018 tax forms.

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

**DISCUSSION:** None.

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

B. Boat Storage and Dock Usage Policy

James Farmer requested the Board to open a discussion regarding owner usage of the boat dock and the ability to store their boat on property prior to check in.

**MOTION:** Robert West moved to continue the current policy of only allowing dock usage and boat storage to owners during their reserved week.

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

**DISCUSSION:** None.

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

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

The next meeting date is Tuesday, July 30, 2019 at 6:00 p.m.

**XI. ADJOURNMENT**

**MOTION:** Robert West moved to adjourn the meeting at 7:50 p.m.

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

**DISCUSSION:** None.

**VOTE:** Motion was approved unanimously.

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James Farmer, Secretary

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