

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

Tuesday, January 7, 2020

I. CALL TO ORDER/ ROLL CALL

A duly noticed meeting of the Board of Directors was called to order by Phillip Truran at 6:03 p.m. at the Florida Bay Club Office. The following persons were in attendance:

Board of Directors:

Phillip Truran-President (via teleconference)
Robert West-Vice President (via teleconference)
Michael Heise-Treasurer (via teleconference)
Michael Gandham-Director (via teleconference)
Wanda Robbins-Director (via teleconference)

VRI Americas (VRI) and Resort Management:

Paul Carney-Sr. VP of Resort Operations/VRI (via teleconference)
Richard Schwartz-VP of Resort Operations/VRI (via teleconference)
Shawn Timpe-Samland, Director of Resorts/VRI (via teleconference)
Shelby Valles, Resort General Manager/VRI (via teleconference)
Nancy Ornelas, Office Assistant

Absent:

James Farmer-Secretary
John Lexa-Director

Owners:

None

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 four of seven Board members in attendance and was certified by Robert West. (Wanda Robbins arrived during the Treasurer Report)

III. APPROVAL OF AGENDA

MOTION: Philip 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 (11/26/19)

MOTION: Robert West moved to approve the November 26, 2019 Board Meeting Minutes as written.

SECOND: Motion was seconded by Michael Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. TREASURER'S REPORT

Shawn Timpe-Samland reviewed the month ending November 30, 2019 financial report, copies of which were provided to each attendee. Included in the review was the variance report providing explanations of budget variances. The report reflected a surplus of \$23,192 as of November 30, 2019. Shawn advised everyone that the accounting program currently in use will be replaced within the next two months by the previous accounting program.

VI. MANAGEMENT REPORTS

A. Rental – Source of Business Report

Shawn Timpe-Samland reviewed the Rental Report as of November 30, 2019, copies of which were provided to each attendee. The occupancy rates are 99% and 90% for the month of November and year-to date respectively.

B. Delinquency Report

Shawn Timpe-Samland reviewed the Delinquency Report as of November 30, 2019, copies of which were provided to each attendee. There are currently 37 delinquent weeks for 2019 representing 4% of the total weeks and \$32,207 in fees.

C. RCI Report

Shawn Timpe-Samland reviewed the RCI Report as of November 30, 2019, copies of which were provided to each attendee. All cumulative scores were in the 4.2-4.7 range, qualifying for both Gold Crown and Silver Crown status. Comments reflected high satisfaction with the resort and staff.

D. Sales Report

Shawn Timpe-Samland reviewed the Sales Report as of November 30, 2019, copies of which were provided to each attendee. The report reflected 8 Association and 1 owner week sold so far this year.

VII. GENERAL MANAGER'S REPORT

Shelby Valles reviewed her report, copies of which were provided to all attendees. Questions and clarifications were addressed by Shelby as follows:

- Dock-slips 1 and 2 cleats have been removed and are now in compliance with DEP. These are the slips furthest out into the bay. Boaters can still park their boats there, but at their own risk and responsibility. Permitting for the repairs can take from 6 months to 1 year.
- Unit A10 Remodel-without exception, every owner/resident inspecting the unit provided excellent comments.

VIII. UNFINISHED BUSINESS

A. Dock Lighting

One proposal has been received from Wire Nuts Electric of South Florida in the amount of \$16,608 for installation of hard wired lighting on the dock. James Farmer sent an email to the Board outlining some concern over wired lighting due to the corrosive nature of the salt environment and suggested looking into solar lighting. Shelby Valles stated that she has requested the type of wrapping being used on the pilings in order to obtain additional lighting proposals.

MOTION: Robert West moved to table this matter until further information is obtained from Gonzalez.

SECOND: Motion was seconded by Phillip Truran.

DISCUSSION: Michael Heise recommended having access to the battery, if solar lighting is used, as batteries only have a few years' life, and batteries are less expensive and easier to replace than an entire lighting fixture.

VOTE: The motion was approved unanimously.

B. Office Renovation Update

Proposals obtained to date for office renovations are as follows:

Painting

I.a. Works, LLC-\$2,380

D.P.S. Home Construction-\$4,475

Keys Home Improvement-\$4,375

Vinyl Flooring

Al's Carpet-\$7,506 with removal of existing floor; \$5,378 without removal of existing floor

D.P.S Home Construction, Inc.-\$4,650.

MOTION: Phillip Truran moved to table matter and readdress office renovation after all the other planned renovations are complete.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. C Building Renovation Update

A proposal for the C Building units was obtained from D.P.S Home Construction, Inc. in the amount of \$118,785 each. This proposal was based on the work recently completed in Unit A10 exclusive of any change orders. The following matters were discussed further:

- The cost of new appliances is not included.
- After discussion about a possible change in the color scheme, the Board consensus was to continue with the same color scheme.

MOTION: Phillip Truran moved to approve a budget of \$125,000 for interior renovation of each of the C Building units, such expenditures to be paid from the Reserve Fund.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: Phillip Truran recommended the following be done in conjunction with the interior renovations:

- Installing high quality carpeting on the stairs instead of finishing the wood steps.
- Installing a regular door on the half-bathroom rather than the hanging barn door.
- Installing hurricane resistant windows and front door.
- Exterior stucco repairs and painting of the building. Shawn Timpe-Samland recommended checking with the painting contractor to see if the cost for the C Building painting alone would increase prorata over the proposal for all the buildings.

VOTE: The motion was approved unanimously.

IX. NEW BUSINESS

A. 2020 Action Plan

Paul Carney requested time to revise and resubmit the action plan.

MOTION: Phillip Truran moved to table the 2020 Action Plan until the next Board meeting.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. 2020 Resort Hours

Phillip Truran recommended observance of specific paid holidays including Christmas, Thanksgiving, New Year's and Easter as well as opening of the office on Sunday for 4 hours. The Board reviewed the current hours worked by the office staff to decide if the office could be properly staffed on Sundays. Shelby Valles stated staffing should not be a problem. Shawn Timpe-Samland stated that the office assistant currently works approximately 13 hours per week but that 20 hours per week were budgeted in 2020. Different timeframes of hours were suggested.

MOTION: Robert West moved to approve the observance of paid holidays on Christmas, Thanksgiving, New Year's Day and Easter as well as the opening of the office on Sundays for 4 hours, such hours to be determined by the General Manager and management.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. 2020 Bonus Expectations

Not addressed.

D. 2020 Projects

Not addressed.

E. Building Painting

Robert West recommended the utilization of Caribbean colors for the exterior of the buildings, with each building to be a different color. He previously emailed samples to the attendees. Phillip Truran recommended multiple colors for each separate building. Richard Schwartz recommended requesting the painting contractor/store to superimpose different colors on building photos provided. Shelby Valles said she would stop by the painting store with a sample of the roof, requesting different paint samples which she can have the maintenance department apply to C Building. Subsequently to the meeting, Phillip Truran superimposed various colors on photos of the buildings and sent them to the attendees.

F. Road Sign on US 1

After some discussion, the Board directed Shelby Valles and management to obtain proposals for signage behind the maintenance shop facing Overseas Highway southbound. Based on information on hand, the sign may be 24 feet wide by 20 feet high with lighting. Verbiage will have to be determined.

G. FBC Mission Statement

Phillip Truran revised the FBC mission statement prepared by Robert West as follows:

*The mission of the Florida Bay Club **and its employees** is to provide an outstanding vacation experience to all owners and guests. We the Board and Management team accomplish this by providing the leadership to ensure that all the units and grounds are maintained in an excellent manner **in order to insure owner value**, without any compromise to safety and comfort*

MOTION: Robert West moved to approve the mission statement as outlined, such statement to be included in the Unit Directory and Employee Handbook.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

H. C Building A/C

Phillip Truran stated that the A/C plumbing in C Building runs outside the building, into the units where boxes were created to cover the plumbing then into the attic. He also stated that the A/C plumbing in A and B Buildings also runs into each unit and recommended moving the individual A/C units to the end of each building. With renovations being planned, he feels this is the best time to address this matter.

MOTION: Phillip Truran moved to approve obtaining proposals from Rex Air to move the A/C plumbing for all 3 buildings.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

X. CONFIRMATION/SCHEDULING OF NEXT MEETING DATES/TIME 2020

Due to the rescheduling of the December meeting to January 7, 2020 and with many items still on the agenda, he recommended moving the February meeting from the last Tuesday of the month to February 4.

MOTION: Phillip Truran moved to schedule the next Board Meeting for Tuesday, February 4, 2020 at 6:00 p.m. via teleconference.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

Phillip Truran recommended the appointment of 2 Board members to make decisions between Board meetings as needed within the scope of the budget and work.

MOTION: Michael Heise moved to appoint Phillip Truran and Robert West as the designated Board members to make final decisions between Board meetings as needed for already approved projects, such decisions to be within the scope of the budget and the work.

SECOND: Motion was seconded by Wanda Robbins.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

XI. ADJOURNMENT

MOTION: Phillip Truran moved to adjourn the meeting at 8:43 p.m.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

James Farmer, Secretary

STS/cht

fbc: 010720min