

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

Tuesday, August 28, 2018

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, via telephone	Edward Daniel, via telephone
James Farmer, via telephone	Michael Heise, via telephone

Absent:

Michael Gandham	John Lexa
Wanda Robbins	

Vacation Resorts International (VRI) and Resort Management:

Richard Schwartz, Vice President of Resort Operations/VRI, via telephone
Shawn Timpe-Samland, Director of Resort Operations/VRI, via telephone
Shelby Valles, Resort General Manager

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.

III. APPROVAL OF AGENDA

MOTION: Phillip Truran moved to alter the agenda to discuss Old and New Business first due to time constraints for the Board.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

IV. APPROVAL OF PREVIOUS MEETING MINUTES (07/31/18)

MOTION: Phillip Truran moved to approve the July 31, 2018 Regular Meeting Minutes as written.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. TREASURER'S REPORT

Edward Daniel reviewed the month ending July 2018 financial report, copies of which were provided to each attendee. Edward stated that ice revenue is doing well, that spending is more but selling is also more due to the control Shelby has implemented and thanked her.

Edward stated that the housekeeping supplies expenditures is \$2,448, and is budgeted at \$4,669 so it is running under budget, but unit supplies are running a little over due to the reclassification of supplies this year. Postage and mail are ahead of budget by \$1,251 due to seasonality and are expected to be closer to budget by the end of the year. Rental commissions are under budget by \$5,303 and Sale of Units are under budget by \$7,605 but are expecting proceeds of \$9,639 from sales closing. Edward concluded stating that the year began a little rough but everything seems to be falling into place and the year should finish very nicely.

VI. MANAGEMENT REPORTS

A. Rental Report

Shawn Timpe-Samland reviewed the Rental Report as of August 22, 2018, copies of which were provided to each attendee. Shawn stated that not much has changed in rentals for the month; however, 28 deposited days were added to the owner weeks and an Association rental is confirmed in the month of September.

B. Delinquency Report

Shawn Timpe-Samland reviewed the Delinquency Report as of August 14, 2018, copies of which were provided to each attendee. He informed the Board of a decrease in delinquencies by three over last month. With the July 31, 2018 Trustee Sale of the 15 foreclosure weeks complete, there are now 35 Association weeks after deducting the nine weeks that have sold. There are currently 28 delinquent owners. Edward Daniel stated that the Association is running under budget in bad debt expense, at 7% which, in part, is due to good collection efforts and the foreclosure process.

C. RCI Report

Shawn Timpe-Samland reviewed the RCI Report as of July 2018, copies of which were provided to each attendee. He stated that there are no changes in the RCI report due to not receiving comment cards in the month of July.

D. Sales Report

Shawn Timpe-Samland reviewed the Sales Report as of July 2018, copies of which were provided to each attendee. He stated that there are no changes from last month. Phillip Truran asked Richard Schwartz if any 3-bedroom units were included in the recent foreclosure sale. Richard stated that the foreclosure sale included three C building weeks and 12 2-bedroom weeks. Richard stated that an email blast has been distributed concerning the new inventory and expect the three C building weeks to sell first. Richard stated that he will be watching it closely and will be considering a promotion to help sell the 2-bedroom units.

VII. GENERAL MANAGER'S REPORT

Shelby Valles reviewed the following:

- The deep clean in unit A2 was completed.
- Shawn will be traveling to the resort next week with new housekeeping reports and inspection reports.
- New maintenance logs will be created to keep track of ceiling fan cleaning, AC cleaning, etc.
- A Housekeeping and Maintenance meeting was held on August 19, 2018 covering recent complaints.

VIII. UNFINISHED BUSINESS

A. B5 Kitchen and Bath

Phillip Truran reviewed the proposal from DPS Construction on remodeling the units, copies of which were provided to each attendee. After the proposal was reviewed and discussed, the Board decided to proceed with DPS Construction's proposal.

MOTION: Phillip Truran moved to accept the proposal for remodeling the units from DPS Construction and tasked the Financial Committee to create a plan to finance the project.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. Complex Painting

Phillip Truran stated that he reviewed the painting quote comparison report that Shawn Timpe-Samland prepared, copies of which were provided to each attendee. After the comparison report was reviewed and discussed, the Board decided to proceed with DPS Construction's proposal.

MOTION: Phillip Truran moved to accept the painting proposal from DPS Construction and tasked the Financial Committee to include the financing of the project with the remodeling plan.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. Security System Update

Shelby Valles reviewed the proposal from AA Security to update and repair the current security system, copies of which were provided to each attendee. After the proposal was reviewed and discussed, the Board decided to proceed with AA Security's proposal. Phillip Truran requested Shelby to supply the Board with a report mapping the location of security cameras and placement of equipment. Phil asked James Farmer if he would take point of overseeing the project and James Farmer agreed that he would.

MOTION: Phillip Truran moved to accept the proposal from AA Security with James Farmer overseeing the installation.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

D. 2018 Audit Proposal

Richard Schwartz presented the 2018 audit proposals from Heritage and Stroemer, copies of which were provided to all attendees. After the proposals were reviewed and discussed, the Board directed Richard to inquire if Stroemer would keep the 2018 Audit at the 2017 price of \$5,800 and will approve 2019 and 2020 at \$6,200.

MOTION: Edward Daniel moved to approve the 3-year contract from Stroemer for audits of 2018, 2019, 2020 providing that Stroemer agree to the above terms and prices.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

IX. NEW BUSINESS

A. 2019 ABC Policy

Richard Schwartz presented the 2019 Assessment Billing and Collection Policy (ABC) to be included with the 2019 billing, a copy of which was provided to all attendees. After the policies was reviewed and discussed, the Board requested that the wording be changed to include: "Reservation can be made for 2020 as early as November 5, 2018 by paying the 2019 assessments and any billed special assessments". Richard stated he would make that change.

MOTION: Phillip Truman moved to approve the 2019 Assessment Billing and Collection Policy with the discussed wording changes to be made by Richard Schwartz.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. 2019 Billing Enclosures

Shawn Timpe-Samland presented the ARDA-ROC and the TPI buck slip inserts for the Board's consideration, a copy of which has been provided to all attendees. After the inserts were reviewed and discussed, the Board decided to proceed with including both inserts with the 2019 Billing.

MOTION: Phillip Truran moved to approve the insertion of ARDA-ROC and the TPI buck slip into the 2019 billings.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

X. CONFIRMATION/SCHEDULING OF NEXT MEETING DATES/TIME 2018

- Tuesday, September 25, 2018 at 6:00 p.m.

XI. ADJOURNMENT

MOTION: Phillip Truran moved to adjourn the meeting at 7:35 p.m.

SECOND: Motion was seconded by Edward Daniel.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

James Farmer, Secretary

STS/jmf

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