

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

Tuesday, April 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 6:10 p.m. at the Florida Bay Club Office. The following persons were in attendance:

Board of Directors:

Phillip Truran                      Robert West  
James Farmer                      Michael Heise  
Michael Gandham

Absent:

Wanda Robbins  
Edward Daniel

VRI Americas (VRI) and Resort Management:

Paul Carney, Vice President of Resort Operations/VRI  
Shelby Valles, Resort General Manager

Absent:

Shawn Timpe-Samland, Director of Resort Operations/VRI

Owner:

Becky Bolesta

**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:** James Farmer moved to approve the agenda as presented.

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

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (03/26/19)**

**MOTION:** James Farmer moved to approve the March 26, 2019 Regular Meeting Minutes as written.

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

**DISCUSSION:** None.

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

**V. RATIFICATION OF APRIL 1, 2019 EMERGENCY EXECUTIVE SESSION**

**MOTION:** James Farmer moved to adjourn to Executive Session at 6:16 p.m. Motion was seconded by Robert West and approved unanimously.

**MOTION:** Robert West moved to return to Regular Meeting at 6:35 p.m. Motion was seconded by James Farmer and approved unanimously.

**MOTION:** Robert West moved to approve that Edward Daniels contact a labor attorney to draft a letter of Final Warning to a resort employee. Motion was seconded by James Farmer and Michael Gandham opposed.

**VI. TREASURER'S REPORT**

Paul Carney reviewed the month ending March 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.

**VII. MANAGEMENT REPORTS**

A. Rental – Source of Business Report

Paul Carney reviewed the Rental Report as of March 2019, copies of which were provided to each attendee.

B. Delinquency Report

Paul Carney reviewed the Delinquency Report as of March 2019, copies of which were provided to each attendee.

C. RCI Report

Paul Carney reviewed the RCI Report as of March 2019, copies of which were provided to each attendee.

D. Sales Report

Paul Carney reviewed the Sales Report as of March 2019, copies of which were provided to each attendee.

**VIII. GENERAL MANAGER'S REPORT**

Shelby Valles reviewed the following:

- The fountain was repaired on March 29, 2019; however, the part was delivered on March 15, 2019 and could not be repaired until Tino returned from leave.

- The new Florida Bay Club directories are arriving at the resort and are on hold until they are bound.
- A load of sand was delivered and will be added to the game area, kayak launch, and beach area.
- Staff pressure washed, sanded and sealed the pool area.
- The soffit has been repaired by the pool. Keys Roofing apologized for the time it took to get a crew to the resort.
- Delinquent owners are being called and emailed regarding payment of maintenance fees prior to them being sent to collections.
- Met with two different camera security companies regarding a new system. One company is a local guy that is a member of the Chamber and services over 20 properties in the keys. Lorelie is the other company that has 52 cameras running and recording always and the picture quality was amazing.
- The storm drains were pumped and cleaned. Since then, it has rained a few times and there has been no standing water in front of pool area.
- The occupancy at the resort has been at capacity and staff has not be able to complete any deep cleans this month. However, the carpets were cleaned on the stairs in building A and C2. Also, Tino and Milo painted a few stairwells when guests have left early.

**MOTION:** Robert West moved to accept the managers' report.

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

**DISCUSSION:** None.

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

## IX. UNFINISHED BUSINESS

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

The Board reviewed the proposals and are waiting for a third to be submitted.

### B. VRI Contract Committee Recommendations

Paul Carney stated that the Contract Committee will reconvene after receiving and reviewing the VRI Action Plan.

### C. Security Camera System

Shelby Valles reviewed the security camera system proposal that were received. The Board discussed the bids and choose Keyscity.

**MOTION:** James Farmer moved to approve the Keyscity proposal as presented.

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

**DISCUSSION:** None.

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

D. Owner Usage Policy

Phil Truran reviewed the Owner Usage Policy.

**X. NEW BUSINESS**

A. VRI Action Plan

Paul Carney will present the housekeeping plan by May 15, 2019.

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

The next meeting is scheduled for:

Thursday, May 30, 2019 at 6:00 p.m.

**XII. ADJOURNMENT**

**MOTION:** Robert West moved to adjourn the meeting at 7:40 p.m.

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

**DISCUSSION:** None.

**VOTE:** Motion was approved unanimously.

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James Farmer, Secretary

PC/abs

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