

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

Tuesday, July 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 6:00 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  
Michael Gandham, via telephone

Absent:

Wanda Robbins

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 Statutes.

B. Quorum

A quorum was established with six of seven Board members in attendance.

**III. APPROVAL OF AGENDA**

**MOTION:** Robert West moved to approve the agenda as presented.

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

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (06/25/19)**

**MOTION:** Phillip Truran moved to approve the June 25, 2019 Regular Meeting Minutes as written.

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

**DISCUSSION:** None.

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

**V. EXECUTIVE SESSION**

**MOTION:** Phillip Truran moved to adjourn to Executive Session at 6:10 p.m. Motion was seconded by James Farmer and approved unanimously.

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

**MOTION:** Phillip Truran moved to discuss the employee compensation increases at the yearend employee review meeting.

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

**DISCUSSION:** None.

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

**VI. TREASURER'S REPORT**

Edward Daniel reviewed the month-end June 30, 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 continue to be inline like previous months except for a large distribution out of the maintenance account. Edward asked Shelby for clarification of the expenditures. Shelby stated that several items included in the expenditure amount are golf cart brake replacement, repair of the B4, B5 and B6 balcony decking, and finished deep cleans on units. Shelby also stated that she expects maintenance spending will slow down dramatically for the remainder of the year. Edward stated the rest of the budget is staying status quo and that the Association will have a surplus at the end of the year.

**VII. MANAGEMENT REPORTS**

**A. Rental – Source of Business Report**

Shawn Timpe-Samland reviewed the Rental Report as of June 30, 2019, copies of which were provided to each attendee. Shawn reviewed the report stating that the property was 77% occupied in the month of June with 69 total intervals.

**B. Delinquency Report**

Shawn Timpe-Samland reviewed the Delinquency Report as of June 30, 2019, copies of which were provided to each attendee. Shawn stated that so far this year \$718,389 of \$765,260 has been collected and that \$46,871 remains. Shawn also stated that currently there are 13 delinquent owners with one owner owning ten of those weeks which will be paid in September when the owner arrives.

**C. RCI Report**

Shawn Timpe-Samland reviewed the RCI Report as of June 30, 2019, copies of which were provided to each attendee. Shawn stated that no RCI comment cards were received in the month of June.

D. Sales Report

Shawn Timpe-Samland reviewed the Sales Report as of June 30, 2019, copies of which were provided to each attendee. Shawn stated that there were no sales in the month of June

**VIII. GENERAL MANAGER'S REPORT**

Shelby Valles reviewed the following:

- The permit has been submitted for the dock.
- Received permit number for A10 renovations. Working with Dan from DPS, Pino Windows and Davis from Keys Cabinets, making sure all are on the same schedule regarding who is in the unit first and last etc. I have a sample of the floor in the front office so when guest come in, they have something to view.
- Full house for summertime and mini lobster season.
- A1 water heater was replaced on July 19, 2019.
- B3 A/C was replaced.
- The office computer hard drive crashed on July 16, 2019. Everything was lost on the desktop; however, management is working to replacing what was lost.

**IX. UNFINISHED BUSINESS**

No discussion.

**X. NEW BUSINESS**

A. 2020 Proposed Budget

Shawn Timpe-Samland reviewed the proposed 2020 budget.

**MOTION:** James Farmer moved to increase the reserve budget to \$100 per interval and present the 2020 proposed budget to the owners.

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

**DISCUSSION:** None.

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

B. Special Assessment Letter

Phillip Truran asked that VRI prepare a letter to be sent to the owners informing them of the proposed special assessment to cover the boat dock, replacement of windows and painting.

C. Budget Meeting Date

Shawn Timpe-Samland proposed that the Budget meeting and Special Assessment meeting dates be conducted on August 27, 2019 at 5:30 p.m. with the regular scheduled Board meeting immediately following.

**MOTION:** Phillip Truran moved to schedule the Budget Meeting and Special Assessment meeting on Tuesday, August 27, 2019 at 5:30 p.m. with the regular scheduled Board meeting immediately following.

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

**DISCUSSION:** None.

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

D. Annual Owners Meeting Date

**MOTION:** Phillip Truran moved to conduct the Annual Owners meeting on Sunday, October 13, 2019 at 1:00 p.m.

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

**DISCUSSION:** None.

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

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

The future meeting dates are as follows:

Tuesday, August 27, 2019: Budget Meeting and Special Assessment Meeting at 5:30 p.m.

Tuesday, August 27, 2019: Board Meeting following the Budget and Special Assessment Meeting

Sunday, October 13, 2019: Annual Meeting at 1:00 p.m.

**XII. ADJOURNMENT**

**MOTION:** Phillip Truran moved to adjourn the meeting at 7:20p.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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