

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

Tuesday, May 12, 2020

**I. CALL TO ORDER/ ROLL CALL**

A duly noticed telephonic meeting of the Board of Directors was called to order by Phillip Truran at 6:02 p.m. The following persons were in attendance:

Board of Directors:

Phillip Truran	Robert West
James Farmer	Michael Heise
Michael Gandham	John Lexa

VRI Americas (VRI) and Resort Management:

Richard Schwartz, Vice President of Resort Operations/VRI  
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 Statutes.

B. Quorum

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

**III. APPROVAL OF AGENDA**

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

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

**DISCUSSION:** None.

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

**IV. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (03/31/20)**

**MOTION:** Phillip Truran moved to approve the March 31, 2020 telephonic meeting minutes as written.

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

**DISCUSSION:** None.

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

V. MANAGEMENT REPORTS

A. Financial Reports

Richard Schwartz reviewed the Financial Reports as of March 31, 2020, copies of which were provided to each attendee, as follows:

**Balance Sheet**

Cash-Operating Fund	\$668,690.93
Cash-Reserve Fund	\$194,639.03
Accumulated Surplus/(deficit)	(\$23,627.76)

**Variance Report-Month of March-over/(under) budget**

Revenues

Late Payment Penalties	\$616	Collection of late fees from owners
Interest	\$262	Additional interest from S.A. funds

Expenses

Payroll	(\$2,918)	Reduced maintenance & hskp staff
Electric	(\$681)	Lower occupancy-COVID 19
Unit Supplies	(\$307)	Lower occupancy-COVID 19
Internet	\$764	Budgeting difference-later renewal date
Water & Sewer	(\$172)	Lower occupancy-COVID 19
Bank & CC Fees	\$970	Fees on owner payments by cc

Reserve Fund Expenditures

Appliance & A/C	\$10,786.95	Dishwasher, washer, H/W heater, 3 A/C systems -B2, B4, B5
Bathroom Renovations	\$4,600.00	Pool men's bathroom-floor and partition
Televisions	\$333.20	Television B1

B. Rental Report

Richard Schwartz reviewed the Rental Report as of March 31, 2020, copies of which were provided to each attendee, as follows:

YTD Owner Gross Rentals	\$3,498 over 2019
YTD HOA Gross Rentals	<u>\$2,483</u> over 2019
YTD Total Rentals	<u>\$6,061</u> over 2019

C. Source of Business Report

Richard Schwartz reviewed the Source of Business Report as of April 30, 2020, copies of which were provided to each attendee, as follows:

	<b>Days Occupied Year to Date</b>		<b>Average Daily Rental Rate</b>
	<b>Days</b>	<b>%</b>	
Total Days	2160	100.00%	
Owner Use	1221	56.53%	-
HOA Rental Deposits	21	0.97%	-
RCI Guest	0	0.00%	-
RCI Bulk Bank Deposits	140	6.48%	-
II Bulk Bank Deposits	7	0.32%	-
TPI Guest	0	0.00%	-
Maintenance Week	136	6.30%	-
VRI Renter-Website	0	0.00%	-
FBC Office Rental-Repeat Guest	14	0.65%	\$193.00
FBC Office Rental-Walk In	28	1.30%	\$189.61
<b>TOTAL</b>	<b>1567</b>	<b>72.55%</b>	<b>\$189.94</b>

D. Collections Report

Richard Schwartz reviewed the Collections Report as of April 30, 2020, copies of which were provided to each attendee, as follows:

<b>CATEGORY</b>	<b>COLLECTIONS</b>	
	<b>AMOUNT</b>	<b>% BUDGET</b>
<b>2020 Fees</b>	<b>\$676,655.25</b>	<b>86.81%</b>
<b>2019 S.A.</b>	<b>\$435,663.39</b>	<b>78.35%</b>
<b>2020 S.A.</b>	<b>\$118,116.81</b>	<b>4.67%</b>

E. RCI Report

Richard Schwartz reviewed the RCI Report as of April 30, 2020, copies of which were provided to each attendee. Four of the five scores are at Gold Crown levels with Unit Maintenance at Silver Crown level. There were no guest comment cards for the month.

F. Sales Report

Richard Schwartz reviewed the Sales Report as of April 30, 2020, copies of which were provided to each attendee. There are no sales for 2020 with one cancellation. An owner asked how many weeks are currently listed for sale with Net Realty Services. Richard responded with 35 HOA weeks and 12 Owner weeks.

**VI. GENERAL MANAGER’S REPORT**

Shelby Valles presented her report with the following projects being completed by Tino and Milo:

- Took chains off the gates, cleaned oiled and replaced any bad links.
- Replaced main water valves to units A9, A8, and A1.
- Replaced toilet bulb and handles in units A7, A5, A3, and B.1
- Fixed the accordion shutter doors in units A2, A5, A8, A9, B6 and repaired and painted new wheels.
- Painted units A2, A3, A5, A6, A7 and A8 and removed wallpaper from bathroom. Painted units B6 and B1.
- Cleaned all stairs (carpet).
- The caulking in the kitchen sinks were re-caulked
- Unit A3, mother-n-law bed frame was broken and the wood frame was fixed.
- Cleaned pond.
- Cleaned furniture by pool.
- Replaced landscaping wood frame where needed in main lot.
- Cleaned the weeds rocks, etc. out behind the A units ground floor.
- A tree stump was dug up and new concrete was added outside the garage of unit A1.

In progress and/or scheduled for next week are the following projects:

- Replace any broken boards on boardwalk, then paint with deck paint.
- Cleaning/bleaching all white furniture on all balconies.
- Reschedule all owners who had reservations in April and May
- Call delinquent owners regarding payment.

Shelby updated the Board on current resort operations under the COVID-19 pandemic as well as the status of the C Building renovations as follows:

#### Resort Operations

- No owners or guests on property since April.
- Monroe County is closed to all except owners and qualified contractors.
- No housekeeping staff on premises.
- Maintenance staff currently working 32-hour week catching up on projects.

#### C Building Renovations

- Almost complete except for exterior painting and curing/tiling of new concrete balconies.
- Walk through with contractor is scheduled for Friday, May 15, 2020.
- Exterior painting should take about 2 weeks to complete.

Michael Heise inquired about the status of the dock repairs. Shelby stated that the permit office is closed and still awaiting permit approval. The Army Corp of Engineers has signed off on the project.

Jim Farmer said that he will be posting pictures of the C Building renovations on Facebook and the resort website.

## **VII. UNFINISHED BUSINESS**

### **A. COVID-19 Resort Operations**

Previously covered under the General Manager's Report.

B. COVID-19 Vacation Certificate

Richard Schwartz presented VRI/TPI's offer to owners who could not use their reserved week due to the COVID-19 situation. The offer included the use of a TPI bonus week at a nominal cost of \$99, such offer available until December 21, 2021.

**MOTION:** James Farmer moved to approve the mailing of the VRI/TPI vacation certificate offer to those owners unable to use their reserved week due to the COVID-19 pandemic.

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

**DISCUSSION:** None.

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

C. 2020 Special Assessment/Renovations Update

This item was discussed under the General Manager's Report also.

Phillip Truran reported that the addition of the concrete balconies will reduce most of the maintenance that the previous wood balconies required, thus reducing costs.

Shelby Valles reported that only 11 owners so far have shown a desire to discontinue their ownership due to the Special Assessment.

The Board discussed the rescheduling of owners who lost use of their weeks due to the pandemic. Since 2 B-Building units are scheduled to be renovated during the fall, the Board entertained the idea of rescheduling the renovation of the units if owners wanted to reschedule for use during that time of the year.

**MOTION:** James Farmer moved to approve management to decide on whether to discontinue the renovation of the B-Building units based on owner requests to reschedule usage during that time of the year and that such determination must be made in sufficient time to advise the contractor to order or to not order materials.

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

**DISCUSSION:** None.

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

VIII. NEW BUSINESS

A. Board Member Appointment

President Phillip Truran reported that 5 owner resumes were received to fill the vacancy on the Board of Directors caused by the passing of Board Member Wanda Robbins in April. Wanda was a dedicated Board Member since 2016.

The 5 resumes previously provided to the Board included Janet Anderson, Mike Anderson, John Faggio, Thomas Kaminski and Linda Sprague.

**MOTION:** Robert West moved to nominate Linda Sprague to fill the remaining term expiring in 2020 of Wanda Robbins.

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

**DISCUSSION:** None.

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

**MOTION:** Michael Heise moved to nominate Thomas Kaminski to fill the remaining term expiring in 2020 of Wanda Robbins.

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

**DISCUSSION:** None.

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

With no other nominations, President Phillip Truran requested a vote of the Board members which resulted as follows:

Linda Sprague	5 votes
Thomas Kaminski	1 vote

**MOTION:** Phillip Truran moved to appoint Linda Sprague to fill the remaining term of Wanda Robbins expiring in October 2020.

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

**DISCUSSION:** None.

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

#### B. Sales and Owner Special Assessment Balance

Richard Schwartz presented his recommendation to allow purchasers of owner weeks to assume the unpaid 2020 Special Assessment of the selling owner, if applicable, to be paid on the quarterly basis. This will help in selling weeks by allowing the buyer to pay a portion of the purchase price over the remainder of the Special Assessment payout period.

Michael Heise stated that he accepted treating a new owner the same as a selling owner.

**MOTION:** Phillip Truran moved to allow new owners purchasing from existing owners subsequent to the March 16, 2020 approval of the Special Assessment in the amount of \$3,445 to assume the outstanding balance of the Special Assessment including the right to pay on the same quarterly basis as existing owners are allowed.

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

**DISCUSSION:** Richard Schwartz will check with the title insurance agency to see if any documentation is required to allow for this assumption. If so, he will provide such documentation to the Association for use in private sales not conducted by Net Realty Services.

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

### IX. SCHEDULING OF NEXT MEETING DATES/TIME 2020

**MOTION:** Phillip Truran moved to schedule the next Board Meeting on Tuesday, July 7, 2020 at 6:00 p.m.

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

**DISCUSSION:** None.

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

President Phillip Truran asked owners present if they had any questions or concerns. The following was discussed:

- Mike and Janet Anderson-they own 3 weeks and requested clarification on how they can utilize the VRI Vacation Certificate to use their weeks in 2021. Richard Schwartz responded.
- Charles Butler-asked if the rebar in the new concrete balconies is being coated. Phillip Truran stated that the balconies are following the engineer plans. Charles also asked if the concrete decks were being covered. Phillip responded that non-skid tiles were being installed. Charles also inquired about the installation of electric on the new docks. Phillip stated that proposals are being obtained for the proper installation of electric.
- John Faggio-inquired as to how the Association will help owners feel safe when they return to the resort. Shelby explained the procedures being used to sanitize the resort. Phillip Truran also stated that VRI has provided protocols to be used by each resort.

**X. ADJOURNMENT**

**MOTION:** Robert West moved to adjourn the meeting at 7:19 p.m.

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

**DISCUSSION:** None.

**VOTE:** Motion was approved unanimously.

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James Farmer, Secretary

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