

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

Tuesday, July 7, 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 6:00 p.m. The following persons were in attendance:

Board of Directors:

Phillip Truran, President
Robert West, Vice President
James Farmer, Secretary
Michael Heise, Treasurer
Linda Sprague, Director
Michael Gandham, Director

VRI Americas (VRI) and Resort Management:

Richard Schwartz, Vice President of Resort Operations/VRI
Shelby Valles, Resort General Manager

Absent:

John Lexa, Director

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 six of seven Board members in attendance.

III. APPROVAL OF AGENDA

MOTION: Phillip 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 (05/12/20)

MOTION: Phillip Truran moved to approve the May 12, 2020 telephonic meeting minutes.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. MANAGEMENT REPORTS

A. Financial Report

Richard Schwartz reviewed the Financial Reports, including Balance Sheet, Income and Expense Variance Report and Reserve Fund as of month end May 31, 2020, copies of which were provided to each attendee. The month of May reflected a surplus of \$12,634 with a year-to-date surplus of \$34,524.

B. Rental Report

Richard Schwartz reviewed the Rental Report as of May 31, 2020, copies of which were provided to each attendee. Rentals year to date have increased 171.58% as compared to 2019.

C. Source of Business Report

Richard Schwartz reviewed the Source of Business Report as of June 30, 2020, copies of which were provided to each attendee. June occupancy was 81.30% with year-to-date occupancy of 68.38% mainly as a result of the closing of the resort during April-May due to COVID-19.

D. Collections Report

Richard Schwartz reviewed the Collections Report as of June 30, 2020 and July 7, 2020, copies of which were provided to each attendee. Collections as a percentage of total amount collections budgeted were as follows:

	<u>6/30/20</u>	<u>7/7/20</u>
2020 Maintenance Fees (Due 1/1/20)	95.68%	95.83%
2019 Special Assessment (Due 3/1/20)	86.79%	87.77%
2020 Special Assessment (Due 7/1/20)	16.20%	21.10%

Richard advised all attendees that owner billing reminder notices will be mailed on July 8, 2020.

E. Special Assessment Analysis - 2019 and 2020

Richard Schwartz reviewed the Special Assessment Analysis - 2019 and 2020, as of May 31, 2020, copies of which were provided to each attendee. Revenues and Expenditures are as follows:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance</u>
2019 Special Assessment - \$556,015	\$467,832	\$110,978	\$356,852
2020 Special Assessment - \$2,530,000	\$199,789	\$289,859	(\$90,070)

Phillip Truran advised all attendees that the balance in the 2020 Special Assessment account increased to \$189,000 by June 30, 2020 which included additional expenditures of approximately \$54,000.

He also stated that actual cost of the renovation of the two C Building units were approximately \$500 under budget which included \$10,224 in permit fees, which were higher than budgeted since an independent engineer had to be used for inspections since the county was not performing this function during the pandemic.

F. RCI Report

Richard Schwartz reviewed the RCI Report as of June 30, 2020, copies of which were provided to each attendee. Four of the five scores are at Gold Crown levels with one at Silver Crown level. The one guest comment card graded the resort with all 5's (highest possible score) and excellent comments about the GM and staff. Richard Schwartz and Robert West both provided high praise to Shelby Valles for the excellent work she has done as a GM especially with the unit renovations.

G. Sales Report

Richard Schwartz reviewed the Sales Report as of June 30, 2020, copies of which were provided to each attendee. There is one Association sale to date most likely due to the special COVID-19 promotion with a few perspective buyers currently considering. Richard stated that there are few requests to purchase fixed rather than float weeks, which is permitted under the governing documents. He also reported that an owner week was sold in July whereby the buyer will assume the balance of the 2020 special assessment from the seller.

VI. GENERAL MANAGER'S REPORT

Shelby Valles reviewed the General Manager Report, copies of which were provided to all attendees. Additional items presented that were not on the report are as follows:

- Maintenance cleaned the pipe leading to the pond fountain, allowing for better water flow and therefore a higher spray.
- The resort received cancellation of three owner reservations, which may be filled by other owners.
- Responses on the C Building renovations from owners staying at the resort included satisfaction with the exterior paint colors; units even look better than the A10 model with the changes that were implemented; worth every penny of the special assessment and a comment from a neighbor to say "thank you" for raising the value of his home.

VII. UNFINISHED BUSINESS

A. Project Updates

- 1. 2019 Special Assessment-Dock, Building Painting, Windows/Doors
- 2. 2020 Special Assessment-Interior Renovations

Phillip Truran had previously advised the Board to consider postponing any further 2020 interior renovations included in the 2020 special assessment which funds are due July 1, 2020 (even though some collections have already been received) and begin the projects included in the 2019 special assessment.

Michael Heise recommended to continue with the interior renovations of two B Building units that were originally scheduled.

Phillip advised that, at the last meeting, the Board decided to allow management to make the decision to renovate or use those two B units for owners who did not get use during the pandemic. He believed that only one of those B units may be available.

Phillip Truran stated that the projects already paid by the owners in the 2019 special assessment should be addressed first. He recommended installing the windows/doors in the A and B Buildings and painting of the B building from the 2019 special assessment funds, replacing the decks on the B Building from the 2020 special assessment funds collected to date, since the decks involve safety issues. He also recommended considering the interior renovation of one B Building unit. The estimated total cost of these projects would be as follows:

<u>2019 Special Assessment Funds</u>		
Windows/Doors A and B Buildings	\$261,000	
Painting B Building	<u>\$ 30,000</u>	\$291,000
<u>2020 Special Assessment Funds</u>		
Decks B Building	\$141,000	
Interior Renovation B unit	<u>\$125,000</u>	<u>\$266,000</u>
 TOTAL		 <u>\$557,000</u>

To minimize any inconvenience to owners, it was suggested to install the fifteen remaining unit windows/doors at the rate of two units each Saturday over a seven to eight-week period.

MOTION: Robert West moved to install the windows/doors in the A and B Buildings, paint the B building, replace the decks on the B Building and complete the interior renovation of one B Building unit utilizing the two special assessment funds as applicable and previously outlined.

SECOND: Motion was seconded by Michael Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

VIII. NEW BUSINESS

A. Security Gates

Robert West advised the attendees that during his recent visits to the resort he found the backlot gates open numerous times in the evening. He recommended that an automatic closing system be installed similar to the front gate. He also recommended that the double gate near the kayak area have an automatic locking device as well. There was discussion on this matter with all Board members agreeing that securing the property was necessary.

The Board directed GM Shelby Valles to obtain recommendations and proposals from the vendor that maintains the gates at the resort in time for the next meeting.

B. Website Upgrade

Since GM Shelby Valles had to leave the meeting after her General Manager's Report, she was not available to review the two proposals received for website upgrades.

MOTION: James Farmer moved to table this discussion until the next meeting and to obtain another proposal for consideration.

SECOND: Motion was seconded by Phillip Truran.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. Upcoming Owner Mailings

1. August - First Notice of Annual Meeting/Call for Nominations/Notice of Budget Meeting
2. September - Second Notice of Annual Meeting/Candidate Resumes/Ballots

Richard Schwartz reviewed the timing and content of the next two owner mailings advising that the two-year terms of three Board members will be ending and a new election will be required for those positions.

IX. SCHEDULING OF NEXT MEETING DATES/TIME 2020

A. Regular and Budget Workshop Meeting

MOTION: Phillip Truran moved to schedule the next Board/Budget Workshop Meeting for Tuesday, August 4, 2020 at 6:00 p.m. via conference call.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. Budget Meeting

MOTION: Phillip Truran moved to schedule the Board Budget Meeting for Tuesday, September 8, 2020 at 6:00 p.m. via conference call.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. Annual Budget Meeting

MOTION: Phillip Truran moved to schedule the Annual Owner Meeting followed by the Board Organizational Meeting for Sunday, October 18, 2020 at 1:00 p.m. at a designated offsite location.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

X. ADJOURNMENT

MOTION: Robert West moved to adjourn the meeting at 7:58 p.m.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

James Farmer, Secretary

RS/cht

fb: 070720min