

FLORIDA BAY CLUB CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Sunday, October 18, 2020

I. CALL TO ORDER/ ROLL CALL

A duly noticed meeting of the Board of Directors at the Holiday Inn, Key Largo, Florida was called to order by Phillip Truran at 2:22 p.m. The following persons were in attendance:

Board of Directors:

James Farmer	Linda Sprague
Michael Heise	Phillip Truran
John Lexa	Robert West

Absent: Edward Daniel

VRI Americas (VRI) and Resort Management:

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

Owners: Approximately 1/3 of those attending the Annual Owner Meeting

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 BOARD MEETING MINUTES (09/08/20)

MOTION: James Farmer moved to approve the September 8, 2020 Board Telephonic Meeting Minutes.

SECOND: Motion was seconded by Robert West.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. ELECTION OF OFFICERS

MOTION: Robert West moved to nominate Ed Daniel as Treasurer.

SECOND: Motion was seconded by Michael Heise.

ACCEPTANCE: Phillip Truran reported that Ed Daniel previously advised that he accepts the position in the event he is nominated.

MOTION: Robert West moved to nominate James Farmer as Secretary.

SECOND: Motion was seconded by John Lexa.

ACCEPTANCE: Nomination was accepted by James Farmer.

MOTION: James Farmer moved to nominate Robert West as Vice President.

SECOND: Motion was seconded by Phillip Truran.

ACCEPTANCE: Nomination was accepted by Robert West.

MOTION: James Farmer moved to nominate Phillip Truran as President.

SECOND: Motion was seconded by Robert West.

ACCEPTANCE: Nomination was accepted by Phillip Truran.

TABULATION:

- President: Phillip Truran - 6 votes.
- Vice President: Robert West - 6 votes.
- Secretary: James Farmer - 6 votes.
- Treasurer: Ed Daniel - 6 votes

ELECTION RESULTS:

- President: Phillip Truran
- Vice President: Robert West
- Secretary: James Farmer
- Treasurer: Ed Daniel

VI. MANAGEMENT REPORTS

A. Financial Reports

This report was addressed at the Annual Owner Meeting. No further discussion.

B. RCI Report

Richard Schwartz reviewed the RCI Report as of September 30, 2020, copies of which were provided to each attendee. Four of the five scores are at Gold Crown level with Unit Maintenance at Silver Crown level.

C. Sales Report

Richard Schwartz reviewed the Sales Report as of September 30, 2020, copies of which were provided to each attendee.

Year-to-date, 4 Association weeks and 2 owner weeks have been sold. Pricing has been increased from \$4,995 to \$8,495 for the 2-bedroom units and \$6,195 to \$10,495 for the 3-bedroom units. Discounts of 40% are currently being offered, which discount will reduce as renovations continue.

VII. GENERAL MANAGER'S REPORT

This report was addressed at the Annual Owner Meeting. No further discussion.

VIII. UNFINISHED BUSINESS

A. Project Updates

This report was addressed at the Annual Owner Meeting. No further discussion.

B. Website Upgrade

After discussions with the proposed vendors, review of the proposals and checking of references, James Farmer recommended contracting Bofill Technologies to create a new Florida Bay Club website. Various questions were asked about the need for an updated website, inclusion of a password protected owner's corner, reservation booking as well as revenue generation from the website.

MOTION: James Farmer moved to approve contracting Bofill Technologies to create a new Florida Bay Club website based on the submitted proposal at a cost of \$4,950, chargeable to Operating Expenses.

SECOND: Motion was seconded by Linda Sprague.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. Signage

Various designs for a monument sign were discussed including placement, verbiage content and cost. James Farmer requested additional time to contact vendors and obtain proposals to be presented at the next Board meeting.

D. Landscaping

Linda Sprague, Landscape Committee Chairperson, reported that the Committee has contacted 30 wholesalers who will sell products but not install. They also contacted 13 landscapers with 5 agreeing to submit a proposal for both installation and ongoing maintenance as well as provide recommendations. These proposals will be presented at the next Board meeting.

IX. NEW BUSINESS

A. Rental Rates

Richard Schwartz asked the Board to consider whether to raise rental rates in 2021. After discussion, the Board decided to leave the rates as they currently exist.

B. Standards of Procedure (SOP)

Richard Schwartz provided an initial draft of Standards of Procedure for the Front Office, Housekeeping and Maintenance departments. As this is only an initial draft, he requested that the Board review at their leisure as he continues to work on this matter.

X. EXECUTIVE SESSION

A. Personnel Compensation

Phillip Truran tabled this matter until the November 2020 Board meeting.

XI. SCHEDULING OF NEXT MEETING DATES/TIME

The next meeting date is scheduled for Tuesday, November 17, 2020 at 6:00 p.m. and will be a teleconference meeting.

XII. ADJOURNMENT

MOTION: Phillip Truran moved to adjourn the meeting at 3:12 p.m.

SECOND: Motion was seconded by John Lexa.

DISCUSSION: None.

VOTE: Motion was approved unanimously.

James Farmer, Secretary

Date

RS/cht

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