

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

Tuesday, September 8, 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 6:39 p.m. The following persons were in attendance:

Board of Directors:

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

VRI Americas (VRI) and Resort Management:

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

Absent:

Michael Gandham, Director

Owners:

Boris Aryev
Edward Daniel
Karen Rodman
Dan Sprague

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 with the following addition: under VIII.NEW BUSINESS, add G. Logo.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

IV. APPROVAL OF BOARD MEETING MINUTES (8/4/20)

MOTION: Phillip Truran moved to approve the August 4, 2020 Board telephonic meeting minutes.

SECOND: Motion was seconded by Linda Sprague.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

V. MANAGEMENT REPORTS

A. Financial Report

Richard Schwartz stated that, based on comments at the last meeting relating to the length and depth of the financial reports, he requested and received approval instead to add those reports to the monthly VRI financial report sent to the Board members. He asked if there were any questions relating to the July 31, 2020 reports or if anyone would like a summary of the reports. Phillip Truran requested a summary of the reports and Richard reported the following:

- **Variance Report:** Deficit of \$8,043 for the month. Surplus of \$28,112 Year-to -Date. Richard stated that some of the year to date surplus was generated by a decrease of expenses during the COVID-19 shutdown in April and May of 2020.
- **2019 Special Assessment:** Fund balance of \$380,561 after expenditures of \$121,304.
- **2020 Special Assessment:** Fund balance of \$382,771 after expenditures of \$316,324.

B. RCI Report

Richard Schwartz reviewed the RCI Report as of August 31, 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. Two comment cards were received from RCI guests during August 2020 which reflected the highest scores available in all categories. One card praised Shelby and the staff for their helpful and attentive presence.

C. Sales Report

Richard Schwartz reviewed the Sales Report as of August 31, 2020, copies of which were provided to each attendee. Year to date, four Association weeks and one owner week have been sold. Richard advised that, based on the renovations in progress, Net Realty Services is raising prices as follows: 2-bedroom from \$4,995 to \$8,495 and 3-bedroom from \$6,195 to \$10,495. He stated that a 40% discount will be offered on these prices until November 1, 2020. Thereafter various discounts will be offered as renovation progress continues until full pricing is in effect upon completion of the renovations.

VI. GENERAL MANAGER'S REPORT

Shelby Valles reviewed her General Manager Report and the following items were discussed further:

- The balconies on unit B1 through B4 have been removed and framed for concrete. Units B5 through B6 will begin shortly.
- There are two rentals during this week.
- The permit for the new dock has still not been approved by the Army Corp of Engineers. Others permits, such as the one for the windows and doors are slow to be approved due to the COVID-19 pandemic.

VII. UNFINISHED BUSINESS

A. Project Updates

Shelby Valles provided a Projects Update for matters not covered in her General Manager Report as follows:

- Windows and doors are scheduled for installation next week in units B-1 through B-4. Units B5 through B6 will be installed the following week. Tentative completion date for installation of windows and doors in the B building is October 1, 2020.
- Phillip Truran discussed the possible conversion of unit A2 from a 2-bedroom to a 3-bedroom due to the existing vacant maintenance apartment. Further discussion and research will be required before proceeding. Shelby was asked to obtain a written proposal on the cost of the conversion.

B. Security Gates & Cameras

Shelby Valles reviewed the following proposals:

- Keyscity Computers: installation of security cameras at the kayak and barbeque areas at costs of \$537.50 and \$430, respectively. However, the current system only allows for two more cameras.
- Richard Bilbrey: installation of security apparatus at the back lot, front walk through gate and the kayak area at a cost of \$4,200.
- Miami Gate Operator: detailed installation of security apparatus at the back lot, walk through gate and kayak area at a cost of \$6,866.17.
- R&L Aluminum: installation of security apparatus in the kayak area at a cost of \$2,480. Additional proposal was promised for other areas but not received to date.

MOTION: Robert West moved to approve Keyscity Computers install security cameras at the kayak and barbeque areas at a cost of \$967.50, chargeable to Reserves.

SECOND: Motion was seconded by Linda Sprague.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

MOTION: Robert West moved to approve Miami Gate Operator install security apparatus as outlined in proposal at a cost of \$6,866.17, chargeable to Reserves.

SECOND: Motion was seconded by Michael Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. Website Upgrade

James Farmer reviewed his findings as outlined in a previous email sent to all attendees as follows:

- Both Bofill Technologies and Brewer Digital Marketing have timeshare experience and their proposals seem to fulfill the needs of the Florida Bay Club.
- Bofill is less expensive in the long run, even if more costly upfront.
- Both received good reviews from resorts who have used them.
- Both should be capable of linking the website to the VRI reservation system.
- BrooksJeffrey, the current website vendor, does not have timeshare experience and has not been proactive in maintaining the website.
- Jim will contact both Bofill and Brewer to confirm best pricing as well as ability to link to the VRI reservation system.

MOTION: James Farmer moved to table the matter until the next Board meeting.

SECOND: Motion was seconded by Linda Sprague.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

D. Signage

James Farmer indicated that he is in the process of obtaining proposals for signage.

MOTION: James Farmer moved to table this matter until the next meeting.

SECOND: Motion was seconded by Phillip Truran.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

E. Dock Lighting & Water Supply

Shelby Valles stated that the vendors for providing lighting to the new dock are unable to provide a proposal until the dock is near completion.

MOTION: Robert West moved to table this matter until the new dock is being installed.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

VIII. NEW BUSINESS

A. Ratification of Email Vote-Floor Replacement

Richard Schwartz recommended a ratification of the Board email vote as relates to the replacement of flooring in the living and dining rooms so the vote is reflected in the minutes.

MOTION: Robert West moved to ratify the unanimous email vote to replace the living and dining room flooring in the C units and going forward.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

B. Landscaping Committee Report

Linda Sprague, landscape committee chairperson, reviewed the committee report, highlighting the following:

- Purpose and overview of the project.
- Design considerations.
- Priority list of projects.

Linda provided details as to the design using colored plans and pictures of the recommended plants. The first phase recommendations are for the C building and game area. Estimated costs of the project are between \$3,000-\$5,000 but still awaiting additional proposals as well in person meetings with suppliers. Committee members Linda Sprague and Robert West will be onsite for the Annual Owner Meeting on October 18, 2020 and would be available to oversee any approved work. There were concerns voiced about the cost and phased installations rather than waiting until the renovations were complete in all buildings. There was also some concern over placement of plants in areas heavily used by owners and guests. Shelby and Linda will meet this week to point out those areas.

MOTION: James Farmer moved to table this matter until more definitive pricing is obtained.

SECOND: Motion was seconded by Michael Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

C. B Building A/C Systems

Owner Dan Sprague recommended using a geothermal system for the A/C units in the B building, accessing the pond water for cooling purposes. Concerns voiced were as follows:

- Vendors able to service this system located in Miami, not the Keys. If the system went down the entire B building could lose A/C.
- The water used must be cooler than the air temperature.
- The upfront costs are very high and would take a long time to recoup in reduced utility costs.
- Although the pond is on Florida Bay Club land, authorities may not allow use of the water.
- Pond water is salt water and may cause more corrosion on the equipment unless it does not have direct contact.

The Board agreed to move on without any further discussion on this matter.

D. Green's Appliances

Phillip Truran advised that Board member Linda Sprague is co-owner of Greens's Appliances, the vendor used to purchase the new kitchen appliances, and that full disclosure is required. Linda explained that she provides wholesale pricing on these appliances to reduce costs and therefore maintenance fees. She recommended that consideration should be given to the brands used, to be sure they are easily serviced locally, noting that Key Largo has a GE certified repair vendor. She also recommended consistency throughout the units in the appliances used. Comparative quotes have confirmed that Green's Appliances prices are the lowest.

MOTION: James Farmer moved to approve Green's Appliances as the resort's vendor for appliances and acknowledge full disclosure that Board member Linda Sprague is co-owner of Green's.

SECOND: Motion was seconded by Michael Heise.

DISCUSSION: None.

VOTE: The motion was approved unanimously with Linda Sprague abstaining.

E. Trundle Beds-C Building

Phillip Truran asked Board members whether they prefer trundle beds or day beds in the second bedroom of the units. After discussion, considering that small murphy beds are being installed in the living rooms, the Board concluded that a well-made day bed would be sufficient.

MOTION: Phillip Truran moved to approve installing a daybed instead of a trundle bed in the second bedroom of the C units and all units going forward during the interior renovations.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

F. Standards of Procedure (SOP)

MOTION: Phillip Truran moved to table this matter until the next meeting due to time constraints.

SECOND: Motion was seconded by Linda Sprague.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

G. Logo

Linda Sprague provided new logo ideas, copies of which were sent to the attendees. Although the font would be the same for each, different pictures and colors could be used according to desired use. For example: fish for merchandise, palm trees for letterhead and envelopes, etc.

MOTION: Phillip Truran moved to approve the new logo for Florida Bay Club.

SECOND: Motion was seconded by John Lexa.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

MOTION: Phillip Truran moved to approve the graphic designer's fee for the new logo to be paid by Florida Bay Club.

SECOND: Motion was seconded by James Farmer.

DISCUSSION: None.

VOTE: The motion was approved unanimously.

IX. CONFIRMATION OF NEXT MEETING DATES/TIME 2020

The following meeting dates were confirmed:

A. Annual Owner Meeting-Sunday, October 18, 2020 1:00 p.m.

B. Board Regular/Organizational Meeting, October 18, 2020 immediately following.

X. ADJOURNMENT

MOTION: Phillip Truran moved to adjourn the meeting at 9:21 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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