

Barefoot Beach Resort of Indian Shores Condominiums Association, Inc.

Board Meeting Minutes

Date – May 14, 2015

Time – 6:30 PM

Place – Clubhouse

Attendees - Bruce Bornick, Denise Reilly, Harry Artz, Paul Sottile, Kim Porte, Linda Pisano - Associa Manager and Doug and Cindy Heuser – Unit F208.

The meeting was called to order at 6:35 PM with all Board members present. Bruce moved to approve the minutes from the March 12 and April 17, 2015 Board Meetings. Kim seconded the motion and the motion passed unanimously.

Treasurer's Report – Harry gave a summary of the Operating and Reserve Account Balances for February and March combined. He was pleased to share that we are running under budget for both months. The reserve accounts continue to increase as do unallocated reserves. The delinquent reports are lower due to the fact that we have been receiving payments on some of these accounts. In turn our bad debts are also decreasing. Bruce made a motion to accept the February/March Treasurer's Report. Denise seconded the motion, a vote was taken, and the motion passed unanimously. Details are provided at the end of these minutes

Manager's Report – Linda reported that motion detector lighting has been installed in all laundry rooms and the pool baths. Hunter the dog completed the quarterly inspection finding one unit with bed bugs. Linda is in touch with the unit owners to have the unit treated. There was no spread to adjacent units. Termite evidence was observed in an electrical closet in the C Building. Our exterminator was called in and reported that there is NO live termites. The evidence found was from the C Building termite issue that occurred in 2013 (we tented C Building back then).

Unfinished Business

Property Maintenance and Projects

Roofing Repair/Replacement Project Status – The review of the contract by our lawyer is almost complete, communications continue and the contract with Southern Roofing should be signed this week with work beginning soon after that. Bruce will be updating owners via email.

Lighting – Paul reported several of the lights on the buildings and stairways are out and should be addressed by the maintenance staff immediately. Some of the pole lights are broken or not

working. The landscape lighting is also in disrepair. Linda will call in an electrician to access the situation. Bruce reminded us that a company was recently to provide a bid for lighting that would help reduce our electric bill. He was not pleased with the cost benefit ratio nor the quality of the report. The staff has been replacing burned out incandescent bulbs with fluorescents and will continue that approach to help reduce the utility bill. Linda will instruct maintenance to assess all the lighting and make the necessary replacements soonest.

Maintenance Staff Checklists and Responsibilities - Paul believes more care should be taken in regards to the cleaning of the sidewalks. He has seen spots on the sidewalks that have been there for more than six months. Bruce agreed and stated we need to support a culture of improving anything we touch. He wants the Maintenance Staff to walk the entire property each morning. Bruce will work with Linda and the Maintenance Staff to refine the maintenance checklist and he will share it with the Board for comment.

Long Range Landscape Plan- Paul was not pleased with the incomplete plan he received from our landscaper. He will continue to investigate and work towards finding someone who will help us develop a plan that we can implement over time. Paul and Bruce have both talked to our landscaper regarding the large royal palms and other self-pruning palms. Bruce plans to discuss the issue of the palms hanging in the walkways with the landscaper again.

Improper Window Installation – In the process of replacing one of the cracked windowsills in F Building, Coastal Contracting discovered a situation that is likely causing some condo exterior windows to develop leaks. They determined that three large screws installed at the base of each exterior window keeps the window from sealing properly. Coastal has instructed our maintenance staff on how to correct the issue. We can have our staff make the repairs on the lower units. Linda will call for an estimate to have the work completed on the 2nd floor units. Once we have an estimate of the time and cost to complete the repairs, we can make a decision and move forward.

Committees and Special Actions

Finance/Banking - Harry will be setting up an account at Bank United and EverBank to spread our liability in regards to FDIC insurance limits. Also, Harry and Bruce will be setting up a co-signer process for Reserve Expenditures. Harry recommended that Associa add additional details for tracking 2015 Actuals. He and Linda will be working on this.

Reserve Study – Harry said we will be doing a Reserve Study in late summer once the roofing work is complete. We will begin researching companies soon.

Late Payments – Paul would like Associa to be more careful with the sending of “Friendly Reminders” for late payments. Statistics show that Associa has mailed a few in error. Harry and

Paul would like a letter of apology sent when this happens. Bruce said, when necessary, he will sign these apology letters.

Laundry Income – Paul continues to question the decrease in revenue. He does not believe we have the proper controls in place. The rest of the Board does not believe we have an issue. Linda will find out if the machines have counters. She will also look into the cost of changing the keys on the machines.

Boat Slips – Denise and Bruce were appointed to serve on the five member Boat Slip Association Board. The other seats are currently filled by the Developer. The Board was given a proposed budget for the Boat Slip Association and a report detailing the condition of the boat slips and the estimated cost of repairs and maintenance.

Fire Alarm Service – The installation of the radio-based fire alarm system is complete and operational. This change will save us several thousand dollars per year in telephone bills.

Barefoot Beach Owner Q&A Sheet – Bruce has this very close to completion. It will provide key information and clarify owner and association maintenance responsibility boundaries.

New Business

Memorial Day – Security will be hired for the holiday weekend. The owners present suggested using color-coded wrist bands during key holiday weekends to keep out unauthorized from the pool area.

The meeting was adjourned at 8:27 PM

The next Board Meeting will be held at the Clubhouse on Thursday, June 10, 2015 at 6:30 PM. All owners are welcome to attend the Board Meetings.

**Barefoot Beach Resort
Treasurer's Report
February and March, 2015**

Summary Of Operating And Reserve Account Balances

	<u>March Balance</u>	<u>February Balance</u>	<u>January Balance</u>
Operating cash	100,325.40	92,271.97	86,214.74
Prepaid Owner Maintenance Fees	41,592.90	47,182.07	31,877.89
Reserve Funds Balance:	1,154,252.40	1,146,567.48	1,143,666.84
Unallocated interest in reserves	55,608.66	55,486.94	55,338.63
Month Net Income / (Loss)	(449.78)	4,508.90	15,744.31
YTD Net Income (Loss)	19,803.43	20,253.21	15,744.31
Prior Year Funds	10,392.74	10,392.74	10,392.74 (unaudited)
Delinquency Report Owed Total	41,592.90	47,182.07	39,536.85
Delinquency Report Owed >120 days	12,238.16	17,287.51	17,435.78

Monthly Financial Statement

1. Feb/ Mar Monthly Actuals –
 - a. Unbudgeted income offsetting expenses along with bad deb not requiring budgeted expense of \$2,500 per month.
 - b. Timing of water bill in March caused slight overall overage.
2. Discussion
 - a. Roof Reserves Balance - \$554,181.55
 - b. 2014 Audit was projected to be completed by 3/31 pending. Spoke with Guillermo Barzana 5/13 and he hopes to be done next week. Issue is the many adjustments made at turnover and little supporting documentation.
 - c. Use of Reserves for Insurance – would require owner meeting in June for July Payment if still a consideration.
 - d. Following up on Fire Alarm payments and potential for refund of prepaid expenses.