

Board Meeting Minutes

Barefoot Beach Resort of Indian Shores Condominium Association Inc.

Date – September 11, 2014

Time – 6:30 PM

Place – Clubhouse

Attendees – Bruce Bornick, Denise Reilly, Kim Porte, Bill Priakos, Gary McMakin

Also in attendance – Linda Pisano, Associa Manager, Doug and Mrs. Heuser (F208)

The meeting was called to order at 6:35 PM with all Board members present. Billed moved to approve the Minutes of the August 14 Board Meeting. Gary seconded the motion. Discussion was called for, however no discussion was needed. A vote was taken and the Minutes were approved unanimously.

Treasurer's Report – Denise and Linda will be meeting in late September to frame out the 2015 Budget which will be provided to owners for the November 13, 2014 General Meeting. We were told that the list of delinquencies was received too late from RVA (our former association management company) to be included in the August financial report. We will be receiving those separately in a few days.

Manager's Report

Surveys – Linda announced that Associa has received only 13 completed Owner Information Forms. Owner Information Forms were mailed with the Associa Welcome packets in late August. Owners are encouraged to fill these Information Forms out and fax or mail them to Associa as soon as possible. It is important that the Association has up-to-date information owner contact information.

Condo Access - There are five units that the Association does not have access to either by key or key code. It is a requirement in the Condo Docs that the Association have ready access to each unit. For example, if water is leaking from within the walls of a unit we need immediate access to address the issue. Another example is Bed Bug inspections, which are also required in accordance with the Condo Docs. Linda will contact these owners separately.

Pavers - The Gazebo area pool paver project is set for September 17-18, 2014. The pool can remain open during the paving. The pool will have to be closed from September 22-24 while the original pavers are pressure washed and sealed and allowed to dry. Our maintenance staff will post signs to announce these closures.

Petty Cash – In the past the maintenance staff had \$1000 monthly for maintenance support purchases. Linda suggested a Home Depot Card with a \$500 spending limit would allow the staff to purchase most anything they might need and provide a record of purchases that is automatically recorded in the card statement. This gives the Association better visibility into maintenance expenditures.

Laundry Room – After a discussion the Board recommended we collect laundry room change weekly, convert to a money order, and forward to Linda and our account.

Old Business

Property Maintenance and Projects

Landscaping – We discussed the four Landscaping bids from vendors vetted by Associa. Currently, we pay a total of \$7,800 per year for fertilization, plant pest control, and weeding of the plants and shrubs. We will cancel our current contracts in favor of a more comprehensive landscaping contract that includes trimming of all plants and trees plus fertilization, plant pest control and weeding. Bids ranged in price and frequency of visits. Gary made a motion to hire Commercial Maintenance Services (CMS) for our landscaping needs. Denise seconded the motion. Bruce called for discussion. Bill asked if we should ask all the bidders to resubmit bids offering bi-weekly service. Discussion followed that we did not specify frequency, we wanted bidders to look at the property and assess our needs and apply their fees to that. We agreed that since we did not have a lawn-mowing requirement, 26 visits per year should suit this property and CMS best addressed this and priced themselves accordingly (approx. \$16K). We voted and unanimously approved hiring CMS. Their start date is October 1, 2014.

Cleaning – We hired the BBVR cleaning staff to maintain the pool baths and laundry rooms for the past few months. It was decided that we would continue doing this until Linda could fully assess the workload of our two maintenance workers.

Pool Bath Wall Tile and Door Frame Repair – Linda will speak with Mario, our newest maintenance staff member, regarding these two tasks. Mario has some background with this type of work and should be able to complete it in-house for the cost of the materials. Details TBD.

Clubhouse – Since the Clubhouse roof was not replaced during the original renovation of Barefoot Beach Resort in the 2004-2005 timeframe, the roof will be evaluated by our roofing consultant, Albritton & Associates Inc. At this time the Board is still open for discussion for possible uses of the Clubhouse. We have held our last two Board Meetings there and are planning to hold the Annual Membership Meeting on November 13, 2014 in the Clubhouse as well. Please send the Board an email or comment on the Owner Blog on the website. Some of the ideas so far include: adding gym equipment, a pool table, a ping pong table, having movie nights, or converting the entire building into a large condo for rental.

Indian Shores Intracoastal Drainage Filters – We have no new information from the town of Indian Shores on this subject.

Committees and Special Actions

2014-2015 BBCA Board Elections and Annual Membership Meeting – On September 12, 2014 the first notices will be sent out for the Annual Membership Meeting and Board Elections. The Annual Meeting will be held on **Thursday, November 13, 2014 at 6:30 PM in the Clubhouse.**

Boat Slips/Sea Wall –The deed for the Sea Wall has been received by our Attorney and will now be recorded with the County. This was the final deed we were waiting for and completes the requirements as specified by the court on April 1, 2014. Representing the Board, Bill will continue to work with the Developer regarding utility collection and Rules and Regulations for the Boat Slips.

ADA Compliance – No new information at this time.

New Business

Pool Management – We will be installing an automated keypad and magnetic lock on the pool gate next to the pool bathrooms. This will eliminate the need for our maintenance staff to return to the facility to lock the pool at 9 PM. **THE CODE FOR THE NEW POOL GATE IS 1954**. Please pass this code on to your rental patrons. We plan to lock (with padlocks) the two side gates (north and south sides) and the gate by the fishing pier (east side) at 5 PM each day. For the period from 5-9 PM, pool guests will use the pool bath gate (west side) to enter and exit. Owners will receive the keypad code via mail or email. Vinyl signs will be posted on all the gates to let pool guests know which gate to use and when. It is not cost effective to install keypads on all the gates. The Board is also reviewing the Condo Documents regarding the hours of operation for the pool. We want to make maximum use of the pool during the daylight hours. We are considering changing the hours to dawn to dusk, or 8 AM to dusk or 9 AM to dusk.

Security Cameras – Linda will gather information and pricing for placing security cameras and recording devices to cover the pool and boat dock areas from an insurance liability perspective. We will also consider security cameras for the Clubhouse depending on the planned use profile.

Outdoor Shower Plumbing Noise Issue – The maintenance staff will look into the status of the water pipes connected to the outdoor showers to ensure the mounting brackets are securing the water pipes properly to the building to avoid disturbing the occupants of the nearby condos.

Open Discussion with Owners Present – Doug Heuser asked for advance knowledge of maintenance activities so he can inform his rental guests. It would be helpful to have a Maintenance Calendar that provided detail about the recurring maintenance activities (air filter changes, pest control treatments, bed bug inspections, etc). Owners will be able to share the Maintenance Calendar information with their rental patrons so they can be aware of and not surprised by planned maintenance visits. The Board agreed and Bruce informed the group that we will post a Maintenance Calendar on the website soon. The discussion continued into pest control. Owners are responsible for pest control inside their units. The Association provides pest control treatments to the exterior of the property and common areas, however, as a courtesy, owners can make specific requests to receive interior pest control treatment by calling the Maintenance Hotline.

The meeting was adjourned at 7:50 PM.

The next Board Meeting will be held at the Clubhouse on Thursday, October 9, 2014 at 6:30 PM. All owners are welcome to attend the Board Meetings.