



## Board Meeting Minutes

**Date:** March 03, 2019  
**Location:** Errol by the Sea Condominium Clubhouse  
**Time:** 03:00 PM  
**Closed Personnel Meeting after the conclusion of the Board Meeting.**

**1. Call to Order**

The meeting was called to order at 03:00 PM by President Ken Rhodes.

**2. Establish Quorum**

There was a quorum at the meeting with 6 board members present, in person: Ken Rhodes, President, Larry Eriksson, Vice President, James Lacovara, Treasurer, Dale Fage, Secretary, Mark Hilborn, Director & David Hancock, Director.

**3. Proof of Notice**

Sheila McCollum, association manager, stated that notice had been given in accordance with board direction and statute.

**4. Approval of Minutes of Previous Board Meeting December 1<sup>st</sup>, 2018 & December 10<sup>th</sup>, 2018.**

**Motion** by Larry Eriksson 2<sup>nd</sup> by Dale Fage to approve the minutes as written. **Vote:** Unanimous.

**5. Treasurer’s Report – Jim Lacovara**

a. **Bank Balances are:**

**TREASURER’S REPORT  
 Balances as of  
 March 1, 2019**

**ASSOCIATION OPERATION:**

Maintenance Checking.....	\$	127,677
Restoration Account .....	\$	312,261
Less 80 for the remained of the pool		
Less 70 for the roofs		

**Reserves:**

Chase.....	\$	275,029
BOA .....	\$	350,388
<b>Total</b>		<b>625,417</b>



**Motion** by Ken Rhodes 2<sup>nd</sup> by Jim Lacovara to transfer the remaining Special Assessment funds after the completion of the pool & roof project to the reserve account. **Vote:** Unanimous.

**Motion** by Ken Rhodes 2<sup>nd</sup> by Dale Fage to have the 3 Florida Statute Reserve accounts for Roof, Painting/Coating & Asphalt as well as 1 Pooled account for all other items. **Vote:** Unanimous.

b. **Collections Update** – We have one person significantly behind without a plan. An intent to lien letter will be sent this month. All others have a plan.

c. **Financial Review** – Year End 2018 – Actual vs Budget – Good News!

	<b>Actual</b>	<b>Budget</b>	
<b>Revenue</b>	883,830	900,634	16,804 more than expected
<b>Expenses</b>	1,912,370		
	(1,043,420)		Special Assessment Projects
	868,950	883,830	14,880 Under expenses
		31,684	Benefit of condo

**Motion** by Ken Rhodes, 2<sup>nd</sup> by Larry Eriksson to have the insurance deductible of \$300,000 included in the Reserve Study. **Vote:** Unanimous.

**Rental Committee Proforma:**

Last year the manager reported that entirely too much of the 2 maintenance personnel was spent inside the unit for minor repairs, putting air in bike tires, etc. and that the common area was not being addressed.

The Rental Committee recommended to the Board of Directors in December 2018 to charge each owner that uses inside maintenance \$40.00/hour. The rental program pro forma income after the policy changes of 2018 now makes the program very close to break even. The committee and the management will be reviewing after the 3/30/19 data is complete.

**6. Rental Committee Updates**

a. The manager states there is only one item that the Board needs to vote on this meeting, and that is the raise of rates for implementation by May 1, 2019. Manager Sheila McCollum states that it takes the Rental Manager at least 2 weeks of work time to raise rates with no interruptions.

i. **Motion** by Ken Rhodes 2<sup>nd</sup> by Larry Eriksson to increase the rate effective 5/1/19 3%, and the rental committee will review in the future. **Vote:** Yeah: Ken Rhodes, Larry Eriksson, Jim Lacovara, Dale Fage, David Hancock. Ney: Mark Hilborn.



Ken Rhodes states that there was a great many questions regarding official records of the community at the last meeting, so he wanted to clarify for everyone present. Sheila McCollum, manager stated at the December 1<sup>st</sup>, meeting that 99% of all records are open to the membership to view.

The process per Florida Statute 718 is that the owner is required to send a certified letter to the office, and management then has 5 Days to set an appointment for the review. Errol Condominium will dispense with the Certified Letter, and management will set an appointment for you to come to the office to review the documents within the 5 days.

## 7. Manager's Report

### a. Executive Summary at the Meeting

### b. Priorities per the Board of directors is:

- i. Pool – Punch List is complete. Need Timeline  
**Motion** by Larry Eriksson 2<sup>nd</sup> by Ken Rhodes to approve the Volusia Patio furniture repair bid of 1425 \$3,165.18 & 1184 \$1,589.25 for a total of \$4,754.43.  
**Vote:** Unanimous
- ii. Rental Committee – Now complete
- iii. Gates – Will move us to Priority B after Pool & legal & Board Work from meeting.  
**Motion** by Mark Hilborn 2<sup>nd</sup> by Ken Rhodes to approve a software upgrade to allow calling to specific units, cell phones at the gate for a maximum of \$5,000.00. **Vote:** Unanimous.
- iv. Laundry Rooms – Plumber in next week.
- v. Financial System Overhaul
- vi. Entrance – front Permit finalization. Sheila McCollum states the county will not close out the front entrance permit without the engineer signing off on the Louvers. The engineer will not sign on the Louvers because they are not the ones he designed but were changed by Jim Lacovara. Sheila McCollum recommended that the Board Hire Alligator Engineering to finalize the permit. Jim Lacovara states there is no reason to finalize the permit since we are not selling the permit. Sheila McCollum manager will look into the implications of having an open permit and code enforcement.
- vii. Roof – Office Complex
- viii. Garbage Dumpsters  
  
The permit is at a standstill for the Roof – Office Complex & Garbage Dumpsters due to the county wanting changes to the parking lot. There was a great deal of questions regarding the county calling for a variance meeting on the roof & Garbage Dumpsters.  
  
**Motion** by Ken Rhodes 2<sup>nd</sup> by Mark Hilborn to hire Alligator Engineering to review the issues for the Roof-Office Complex, Garbage Dumpsters, & Roof – Main Buildings. **Vote:** Unanimous.
- ix. Roof – Main Buildings – Pull test. Sheila McCollum recommended hiring Alligator Engineering to do the project. **Motion** above.
- x. Maintenance projects for the next year. A list is included in the manager's report
- xi. Reserve Study –
  1. Landscape at \$50 K
  2. Insurance Deductible at \$300 K
- xii. Asphalt



1. The asphalt restoration is scheduled for April, and the Board has asked Sheila McCollum to move it to September 2019.

8. Unfinished Business

- a. Lightning Protection – next meeting

9. New Business

- a. **Meetings by Email/Text** – The board has been reminded that a quorum of the Board may not communicate via Email or Text per Florida Statute 718.

10. Open Session for Homeowners

A few of the owners present expressed questions regarding the pool punch list, and can they have a copy. The Board stated that Errol's engineer has compiled the list, and will be sending to the Board.

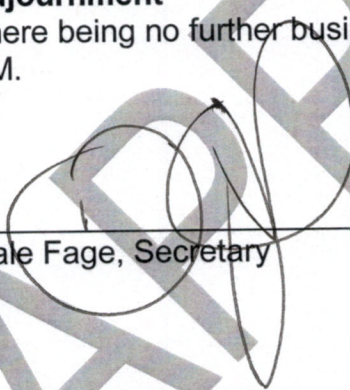
Another owner asked why she cannot get the maintenance people to work inside her unit. Sheila McCollum stated she had a list of handymen that might help. The maintenance people are not insured to work in her unit after their work schedule is done, and that her people prefer not to work overtime.

Discussion regarding Renter storage and that the Board has changed the rules after a recommendation by the Rental Committee at the December 2018 Board meeting. It was clarified that there will no longer be renter storage at Errol unless their specific owner allows them to use part of their specific area.

Discussion regarding water pooling around certain doors still after the R&J renovation. Dale Fage stated that the water pooling after a storm should not be more than ¼" for a certain amount of time. This will be added to the next Board Meeting Agenda in June.

11. Adjournment

There being no further business to come before the board, the meeting was adjourned at 5:00 PM.

  
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Dale Fage, Secretary