



4501 S Atlantic Ave | New Smyrna Beach, FL 32169

Date: January 25, 2020

Location: Errol by the Sea Condominium Clubhouse
4501 So. Atlantic Ave.
New Smyrna Beach, Florida 32169

Time: 10:00 AM

1. Call to Order

The meeting was called to order at 10:05 AM by President Dale Fage

2. Establish Quorum

There was a quorum at the meeting with 5 board members present, in person: Dale Fage - President, Larry Eriksson - Vice President, Jim Lacovara - Director, Cheryl Fazio – Secretary, Ken Rhodes, Director, Deb Fourness - Treasurer was present via conference call. Manager Greg Foster was present.

3. Proof of Notice

Greg Foster, Association Manager stated that notice had been given in accordance with Board direction and Florida Statute.

4. Approval of Minutes of Previous Board Meeting on December 7, 2019 and January 6, 2020

Larry Eriksson made a motion to approve the December 7, 2019 minutes, Dale Fage seconded the motion and it carried unanimously.

Larry Eriksson made a motion to approve the January 6, 2020 minutes, Jim Lacovara seconded the motion and it carried unanimously.

5. President Dale Fage called for presenters:

Paul Swiderski from KWI (now Karins based out of So. Daytona) introduced himself and gave a summary of his background and qualifications to serve as a project manager for the roofing project. Paul will work with the contractor and engineer pre and post inspection, working for Errol. The board would like to retain R&J Coating to work as contractor on the project.

- Board requests Paul to look at cost for managing annual building inspections with R&J Coatings.

Kelley DeSoto and Sally Williamson from Ocean Properties introduced themselves and presented marketing plan for the sale of unit #114.

Deb Fourness made a motion that the unit be listed for \$469,000. Motion carried unanimously.

Jim Lacovara requested that listing be revised from 10 month to 6 months. Kelley agreed. Larry Eriksson asked if 6% commission could be reduced if listing agents sell property. Ocean Properties realtors agree to consider this, if one of their three listing agents get the sale.

Jim Lacovara asked that contract signing wait until Monday, as there is an interested party who may place an offer prior to listing.

All parties agree to sign contract on Monday, January 27, 2020 when requested revisions are made if no offer is submitted or pending prior.

6. President's Report

Dale reported and commented throughout the meeting on all topics and agenda items.

7. Treasurer's Report – Deb Fourness

Deb gave the Treasurer's Report to include:

- 2019 Budget vs Actual Report
- Income Statement
- Balance Sheet
- Engagement of Belote and Associates

Deb made a motion to hire Belote and Associates to do quarterly assessments of financials, motion carried unanimously.

Larry Eriksson made a motion to hire Belote to do a financial audit for 2019. Motion carried unanimously,

8. Rental Committee Report – Kerri Gallagher

Kerri reported that:

- The committee has met twice in January.
- The linen exchange program is being pursued, details were presented.
- We are already on track to surpass 2019 rental revenue of 1.1 million dollars.
- Jan/Feb/Mar rates have been changed from 28 days to monthly allowing for a 36 hour turn-around time of units.
- Cancellation and payment charges have been changed from 30 to 45 days.
- Renter information sheet has been revised to be more inviting and friendly to renters while outlining rules and expectations.

Motion was made for lockout fees to be increased from \$50 to \$75. Motion did not carry.

Deb made a motion to accept rental report. Motion carried.

9. Maintenance/Grounds Committee Report – Jim Lacovara

- Jim reported that the committee met earlier in the week to organize and discuss the role of the committee.
- The committee will meet quarterly at a minimum. They will walk the property and different times of the day/evening to make observations to work with the manager on,

(review and prioritize) and then collectively, make recommendations to the Board when appropriate.

10. Manager's Report

Greg Foster updated the committee on current business and ongoing projects to include:

- 3 building roofs are done and have been inspected. (Just waiting for detail on dormers).
- Gulfstream Glass door order has been here for 9 weeks and still uninstalled. Will look for other door vendors who are more timely.
- Pressure washing of the building and scheduled for completion with minimal disruption.
- Ocean facing stacks have reported water intrusion in windows. Investigation shows cracks in concrete walls that will need repair. In order to fix correctly windows will need to be removed and seals will be broken. Greg to encourage owners to replace windows at that time.
- A recent fire alarm issue led to the discovery that Errol is not monitored. We have one quote, and another is pending.

Dale made a motion that Errol be appropriately monitored and when the second quote is in, Greg may choose a vendor to install monitoring. Motion carried unanimously.

11. Policy: Owner Participation in Board Meetings

Chery Fazio and Jim Lacovara introduced new policy following a Board Certification Class that they, Ken and Dale attended a few weeks ago.

In a dual effort to bring required order to meetings and allow owners to speak to agenda items, owners will be asked to sign up to speak to a designated agenda item at each meeting.

Owner participation in meetings is welcomed in relation to agenda items.

Outside of the meetings, owner comment is always welcome by the manager and board members for consideration for future agenda items.

Policy was read aloud to the Board and owners in attendance.

Motion to approve and adopt policy was made by Deb Fourness, seconded by Cheryl Fazio and approved by Jim Lacovara. Larry Eriksson and Dale Fage voted no. Motion carried on a 3 to 2 vote. (Ken Rhodes had left the meeting).

12. Adjournment

With there being no further business, the Board adjourned at 1:13 PM

Respectfully submitted,

Cheryl A. Fazio, Secretary

