

La Entrada Del Mar Condominium Association

Board of Directors Meeting Minutes February 10, 2021

Proof of Meeting Notice Per Governing Documents: Notice was placed on Bulletin Board outside the F Building on Saturday, February 6, 2021, @ 4:30 PM.

Board Members Present: President: Ray Combs, Vice-President: Henry Ashburn, Treasurer: Buddy Emerson, Secretary: Colleen M. Galione, Director: Deb Baker-Absent. Quorum met.

Members Present Herman Wilson, Deta Pierce, Mitch Hilburn, Dane Marks, Mike and Elaine Brennan, Laura Pfundstein, James Hall, Donald & Kelly Dixon.

Meeting Called to Order: February 10, 2021, @ 6:35 PM by Ray Combs.

Previous Meeting Minutes of January 13, 2021, motion for approval made by Colleen M. Galione and seconded by Henry Ashburn. Approved by all Board Members Present. Motion passed.

Treasures Report: Presented by Buddy Emerson. The Accountant was busy with end of the year statements, so we just received the December 31st and January 31st statements. As of December 31, 2020, the total liabilities and equities of the association were \$503,793.81. A further report will be sent out with the minutes. As of January 31, 2021, the total liabilities and equities of the association are \$539, 620.76. The details, again, within the treasurer's report will be sent out with the minutes. Buddy recommended that it be brought to a vote to accept the financial reports. Colleen made a motion to accept the Treasurer's report, Ray Combs seconded the motion. Motion passed by all Board members present.

Comments from the Membership on Agenda Items Only:

Deta Pearce had questions regarding the proposed changes to the Declaration of Condominium which was mailed out to all owners for a vote. Deta asked if it was an appropriate time to ask a question on this matter? Buddy answered that it is not on the Agenda but Deta was given 3 minutes. Deta expressed that she had a question about the genesis of this proposal, the information that was sent out says that because too many properties have applied to the City of Fort Pierce that was the reasoning behind the proposed changes. Deta continued, "Can you just explain what those changes are"? Buddy addressed this by stating that the area around us has approached the City of Fort Pierce requesting permits, whether they be single-family homes or duplexes, to convert their properties. This is a growing trend in this area. Herman Wilson interjected that he did not get mailing about this in the Colonnades. Colleen commented that she had gotten the mailings here at La Entrada. Buddy explained that the City is required to send these types of notices within a certain radius of the property. Deta clarified that we are already a "rental property" "seasonal". Colleen agreed with that statement. Deta also clarified that the proposal was to eliminate annual rentals, not seasonal rentals. Deta expressed that she is undecided at this point. Deta asked how many units are currently rented annually? Herman

stated there are 19-26 rentals. Colleen told Deta that she would get back to her with the numbers since it was not an agenda item and is unprepared for that question. Herman then corrected his statements by saying that he was combining seasonal and rental to arrive at that number. Deta questioned if there are any “particular issues” that prompted this proposed change? Colleen answered that we have had several issues in the past with annual renters to the point where we had to call the police on several occasions. The issues involved but were not limited to domestic violence situations or public intoxication as just some examples. Deta questioned if this was involving just renters or owners as well. Colleen assured Deta that the incidents did not involve owners only annual renters.

Colleen went on to explain the letters that were received from the City requesting a “variance” or permit to convert their single-family homes to multi-family homes or Air B+B, etc. Colleen went on to say La Entrada was created as a single-family condominium, unfortunately, with the number of annual renters causing us problems in the past and continue to cause us the problem, we are trying to go back to one-family units. Clarification was further made by Colleen that, owners who are here and own will not be affected by the change, it would only be people who buy and become owners who will be affected by the proposed change if it should pass.

Mr. Brennan suggested that the statute that states that anyone who signs the document in favor will not be allowed to rent. Herman stated the same argument. Buddy stated that this was explained to Herman already but that the intention of the Board was clearly written in the mailings/documents you received. The word you are hinging this on is the word “consent” consent does mean vote. The intent is clearly stated in the documents/mailings. It would not be applied to current owners. Our intent, both in writing and email and every document sent to you is proof of what the intention was.

The members were asked if there were any other questions/ comments on the agenda items?

Since there were no further discussions the meeting moved on to the next agenda item.

UNFINISHED BUSINESS:

UPDATES OF ROOF PROPOSALS

Presentation by EP 6 Representatives: Heath Evans VP of EP6 Group. Please refer to the files attached for the final proposal and pricing from this Company. Mr. Evans gave an in-depth presentation at the November 21, 2020 Meeting. Please refer to that meeting for comments.

Presentation by Storm Team Representatives: Clay Burk, Senior Project Manager, and James, Senior Manager. Mr. Burk and his associate reviewed the Companies final proposal and took questions from the members present. Please refer to attach the file attached for the final proposal and pricing. Pricing with this company is good for only 30 days.

This portion of the meeting was conducted by Buddy Emerson:

Buddy reviewed the reasons for reroofing the buildings. Over the past number of months, the Board has had several roofing companies evaluate the condition of our roofs. Buddy and Henry have been upon the roofs and the last incident involved a large patch on the D Building that was 12" x 30". There are many places on all the roofs where the roofs are bubbled up where the roof material has separated from the plywood. An air bubble has formed under this separation. The Board had one of the owners, who are in the roofing business, look at the roofs, but it is a conflict of interest and therefore he could only give advice. All contractors and these owners have agreed that the roofs have reached the end of their service, to the point where there will continue to leak. Mr. Brennan asked about another group that spoke to us a couple of months ago. The question was if the option was still open to select that group. Buddy explained that they are competing against each other for the job. We have had several companies that were interviewed to perform the roofing for the Association. One company wanted to put the same roofing system we currently have back on. Wanted to put "another layer" on the existing roofs. Given the industry standards of today, a modified bit is not recommended any longer. For large projects, like ours, the preferred material is TPO, which is a thermoplastic membrane. The Colonnades have recently had their roofs done using a white TPO system. It is commonly used in commercial applications and large manufacturing facilities. The TPO is proven to have few incidents of leaks and is far superior as far as wear resistance in comparison to the modified bit. At this point, these 2 Companies are competing for roofing jobs in this area. EP6 has spent at least 3 days here on-site, on the roofs, and taking measurements.

Storm Team pricing is more than we anticipated. It needs to be taken into consideration that, most of the people/owners in this room, are only going to do this once. The material will be there for a long time. EP6 gave us a better price while their specs are almost identical. EP6 did not wish to interfere with Storm Teams presentation, since they had already made their presentation, so they stepped aside so that Storm Team could make the presentation tonight. The only difference in the product is that it is manufactured by different companies. It is the same 115 mil TPO membrane. Same warranty of 20 years, same labor for the company that does the work then the parent company takes over if a repair is needed. There are extended maintenance fees available to extend the life of the warranty by 5 years. That is an option available.

Storm Team is out of Jupiter. Ep6 is out of Port St. Lucie.

Some difference that was noted:

Storm Team very "Jonny on the spot. Very approachable, knowledgeable, easy to communicate with. The only drawback is that they never once got on the roof, not once. They used drones.

EP6 very much the same good qualities as Storm Team. The difference is that they spent 3 days physically on the roofs.

This tells us a lot about the Companies. There is a substantial difference in prices. Please see the proposals attached.

Our current roof system is flat, so the roofs hold a lot of water. There is a greater chance of leaking. The water sits up on the roof for days sometimes till it evaporates. The water cannot reach the drain it sits up there. Both roofing companies suggested a "pitched design" where the water will drain to the outer edges. Due to the balconies on the 2-3 floor where the floor level of the upper balconies extends further than the roofline. So, the drip edge is someone's balcony. The last thing that we want is for the water to drain onto someone's balcony and then into their unit, and subsequently, drain down inside the building. Gutter systems were investigated. But neither company could come up with a configuration that would suit the roof line due to the breaks between the units. So, the other alternative was to invert the pitch. Pitching it inward and utilize our current drainage structure. Then the water will not shed over the side and it will not pool on the roof. Both companies would be redoing the drains. They would insert a sleeve of the cast iron, preexisting drains and connect them to our drain system. So that is where we are at presently. Storm Team \$298,000 or EP6 \$253,000.

The question was presented by Mitch if there were any referrals? The Colonnades is happy with the work on their roofs. We can do as much checking as we want but both these companies are highly rated.

Question from Don Dixon concerning the existing drains and the pitch of the roof when handling the water issue, how is the overflow handled? Both companies would have to gutter, one gutter, and one downspout on each end of the roof and then decide where to channel the water. Both companies agree that there may need to construct small drywall at the end of each building that would be tied into another overflow in the yard. That would be only if there was a need for another overflow mechanism. The way it is supposed to work is work.

Question from Dane Marks: Are there any units that are leaking at present? Answer: Not that we are aware of. Dane then questioned if it can be put off till next fall? The problem is that the pricing will change. If they explain the process to us and can mobilize quickly, do not overextend by opening too much roof that they cannot finish in time for the rainy season. We will be watching carefully and working with them on a final date and schedule to get it all done within a specific time frame. What precautions are in place in the event of rain? So that we avoid water intrusion. If we get water intrusion what are the plans? We must ask about the fine print.

Question by Kelly Dixon: The Storm Teams bid is good for 30 days, what about the other company? And when did you receive them? EP6 bid times are roughly the same. The rep from EP6, Heath Evans, told us April. He could hold the prices till April, which is a little bit longer.

Question by Mike Brennan? How much do we have in reserve to cover the cost? Right now, we have \$203,000 earmarked for the roofs. So, we have most of it. There are things we can do. Our plan has never been to pass an assessment to the owners. So, we believe it is manageable to do it without assessments.

Question by Don Dixon: When do expect to make this decision? Within 30 days. We may have to meet with EP6, and they will have to present a contract, we will review it, we will call a special meeting of the Board, and make the decision within the 30-day time frame.

EP6 will handle the air conditioners the same way as Storm Team.

A note was made to all owners to please if you are thinking or looking into replacing your roof air conditioner shortly, please consider doing it NOW to coordinate with the roof replacements. We have gotten several submittals from Air Conditioning Contractors looking for work, at reasonable prices. The Board can provide that information. If you would like to take advantage of that information, please email the Board at laentradadelmar@gmail.com and we will supply it to you. After the roof goes up, we will be more stringent with controlling access to the roofs.

The Board announced that EP6 was the apparent low bidder/winner subject to contract and mobilization details to be worked out.

REPORTS FROM COMMITTEES:

DOCK COMMITTEE: Each member present received a copy of Steve Tarr’s Committee Report dates 2/10/21. A statement was read into the minutes. Please see attached copy of the report.

If anyone has any questions or comments about the Dock Committee Update, please feel free to contact Steve Tarr directly at hovenre@gmail.com

UPDATES ON THE LAUNDRY ROOM WASHERS AND DRYERS: Presented by Colleen M. Galione.

Over the past number of months, the Board has been in contact with several laundry service companies obtaining quotes for leasing as well as the option to purchase new Speed Queen Quantum Commercial Machines for the Laundry Room. There are 44 units out of 57 that do not have condo laundry facilities.

All the Big Box stores, including Home Depot, Lowes, Sam’s Club, BJ’s, Best Buys, etc. were contacted. The smaller local store: Jetsons, Kane’s, Aarons, B+H Appliances, Appliance Direct, Rosner’s Inc, were contacted as well. No stores carry Speed Queen commercial machines.

As far as purchasing Speed Queen Quantum Gold Machines the cost that was quoted by 2 companies was for 6 machines (3 Electric Washers and 3 Electric Dryers) \$11,770.00.

3 Washers cost \$1250.00/each	\$3,750.00
3 Dryers \$1020.00/each	\$3,060.00
Card Transfer Boxes 1/ \$2600.00	\$2,600.00
Card Reader x 6 machines \$990.00,	\$990.00

Smart Cards per 100/ \$3.50 EACH	\$350.00
VTM Pedestal 1 needed	<u>\$250.00</u>
Sub Total	\$11,000.00
Tax Rate	7.00%
Sales Tax	\$770.00
TOTAL	\$11,770.00

Beside the cost of the purchase of these machines we would have to add in any maintenance cost that would have to be done since we would own the machines.

All the proposals were made at the last meeting with various lease companies. The spreadsheets were included with the last meeting minutes and a comparison with all available companies. The company we presently have is CSC Laundry Service, we have been out of contract with them since 2012 and have been on a month-to-month basis.

At this point, Colleen made a motion to the Board to go with Axon Laundry Solutions since they have the Speed Queen Gold Machines that we requested and are offering a 50%/50% split on the profits. The representative, Cindy, will be the assigned Account Manager. She is very attentive to our needs and has visited the property to view our laundry room. Extremely helpful with suggestions on how to proceed. This company also can detect when a machine is not working and will send out their mechanics, in uniform, with a logo truck to fix them when needed. Customers can download an app on their phone which will alert you when your machines are finished their cycle. We have left an option to possibly add a washer and dryer later if monies can be budgeted for the additional hookups.

Buddy seconded the motion to have the Axon contract signed. All Board members present agreed with the motion. Motion passed.

Note: All the appropriate paperwork has been signed and submitted to Axon to purchase the machines. Pending call back from Representative on the date we can expect delivery.

Registered letter/ return receipt will be sent out on Tuesday, February 16, to notify CSC that we are terminating our relationship with them and to make them aware they need to pick up their machines.

We will be coordinating with the 2 companies so that our Community is not without laundry services. The Board plans in the meantime to repaint and fix up the laundry room in preparation for the new machines.

RECYCLE BINS: Presented by Colleen M. Galione

It was brought up at the last meeting about the amount of trash that was overflowing from both dumpsters. Bear in mind that we had the Christmas Holidays as well as many units being

renovated that contributed to the overflow. Walter Parmelee graciously volunteered to take the recycle bin, if approved, out to the curb and return it to the dumpster area once a week. The City of Fort Pierce does not supply the bins, nor do they do the pickups. That task has been contracted out to a company named Waste Pro. Colleen contacted Waste Pro @ 772 595-9390. The representatives' name is Mary. The cost of a 65-gallon bin is \$45.00 plus a delivery charge of \$ 150.00. For the bin to be picked up weekly cost \$25.00 a month.

After a brief discussion, the proposal was tabled till a later date.

UPDATES ON RENTAL AGREEMENTS RECEIVED AS PER FLORIDA LAW, FOR OUR FILES:

Presented by Colleen M. Galione

All but 1 landlord/owner of an annual rental unit has complied with the mandate. Five (5) emails have been sent to this individual with no response. Dated emails were placed in his file in the event the State of Florida comes for an inspection. The Board thanks everyone else for complying.

NEW BUSINESS:

FINANCIAL PROCEDURE: Presented by Buddy Emerson

One change that needs to be made in our accounts receivable. Every month there are dollars owed to the Association some of which are owed for quite a while. For example, someone misses a payment and then makes the next month's payment but the payment that was owed does not get paid. And without the accountant or bookkeeper doing a reconciliation at the end of the year it is hard to catch up. As a result of speaking to the accountant is to begin the process of applying the payments to the last invoice due to avoid an outstanding balance that is months and months behind. It is easier to take the last payment made and apply it to the old balance, invoice the owner, do a reconciliation within a week, it clears your accounting, so you do not see accounts receivable in a high amount. That is the procedure recommended by the accountant. Therefore, any outstanding invoice gets paid first and then notifications will be sent. This is Board information, and no action is required of the membership.

VENDOR INSURANCE SUBMITTAL: Presented by Buddy Emerson

This goes back to the topic of the roofs.

PROPOSAL RULES AND REGULATIONS CHANGES

MAINTENANCE

- ANY OWNER WHO HIRES A CONTRACTOR TO DO WORK THAT INCLUDED ANY PORTION OF THE COMMON PROPERTY INCLUDING PIPES, DUCTS, WIRES, CONDUITS AND FACILITIES RUNNING THROUGH ANY INTERIOR BEARING WALLS AND PARTITIONS (AS

DEFINED IN ARTICLE III OF THE DECLARATION OF CONDOMINIUM) MUST SUBMIT THE CONTRACTORS LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE TO THE SECRETARY PRIOR TO THE COMMENCEMENT OF WORK.

- ONLY WORK THAT INVOLVES THE COMMON PROPERTY PER THE DECLARATION OF CONDOMINIUM IS SUBJECT TO THE INSURANCE REQUIREMENTS. THINGS LIKE CARPET, FLOORING, ETC, DO NOT NEED PROOF OF INSURANCE.
- CONTRACTORS PERFORMING ANY WORK WHERE ACCESS TO THE ROOF OR ATTIC SPACE IS NECESSARY MUST PROVIDE PROOF OF INSURANCE AND FOLLOW THE PROCEDURE BELOW:
- THE CONTRACTOR PERFORMING THE WORK MUST COMPLETE A ROOF/ATTIC ACCESS CHECK OFF LIST PRESCRIBED BY THE BOARD before ACCESSING THE ROOF.
- THE WORKERS ACCESSING THE ROOF MUST USE PROTECTIVE PADS FOR THEIR TOOLS AND EQUIPMENT.

MOTION MADE BY BUDDY EMERSON TO ADOPT THE PROPOSED RULE CHANGE AS SPECIFIED ABOVE. SECONDED BY COLLEEN M. GALIONE. ALL BOARD MEMBERS IN AGREEMENT WITH RULE CHANGE AS WRITTEN AND DISTRIBUTED. MOTION PASSED UNANIMOUSLY.

MEETING ADJOURNED BY RAY COMBS AT 7:35 PM