

Bahia del Mar No

From: Becky <bsarzynski@seboardarbors.com>
 Subject: Minutes05-23-06
 To: Randy Unwin <runwin@seboardarbors.com>

Bahia del Mar No.3 Condominium Association, Inc.

DRAFT

**Board of Directors Meeting
 May 23, 2006**

Minutes

President George Kapsambelis called the Board of Directors Meeting of Bahia del Mar No.3 to order at 6:01 p.m. in the Recreation Room of 'N' building. Present were Mary Amodeo, John Rosso, and Jim Grange by speakerphone. Also in attendance were Randy Unwin of *Seaboard Arbors Management Services*, and about eighteen unit owners. Janet Shulman was unavailable.

Mr. Kapsambelis verified the notice for this meeting was posted more than 48 hours prior to the meeting.

Mr. Rosso moved to accept the **minutes** of April 25, 2006 as written. George Kapsambelis seconded and the motion was carried.

President Kapsambelis commented:

Residents and owners leaving for the summer should remember to turn off their water before leaving, and if leaving the refrigerator empty shut off the power and leave the door cracked for ventilation.

Persons allowing a neighbor to use their assigned parking space while they will be away are reminded to provide a written notice to Randy, or the Seaboard Arbors office, so documentation is on file and a pass may be issued for the party to use your space as you have agreed to.

Person who have not supplied a key or information as to who may have a key to their unit are encouraged to do so.

Mr. Kapsambelis reviewed the financial status of the association. George reviewed the Operating and Reserve assets, the liabilities and equity, the amount collected on the Special Assessment as of May 18th, the amount of assessment funds expended, etc. He announced that O-106 had been sold and the association had received the delinquent fees of \$16,000. George noted that from the time the balance due was provided to the title company and the time of the closing that accounting had added additional interest and a late fee to the account. So as not to penalize the new owners he suggested this be waived. Mr. Rosso so moved with George seconding the motion, and it was unanimously approved.

Randy Unwin gave a brief **Manager's Report**.

An Oreck vacuum cleaner was purchased on 'N' building at a cost of \$267.45. Will see if the old vacuum can be repaired and if so retain it for a backup.

Two crews continue to work on the 'N' Tower and a crew is completing to 'O' Villas and will soon begin the 'N' Villas. Boulevard Awning completed installing the new awning on the 'O' building today.

At this time we are awaiting bids for the sealing of the upper garage decks and ramps. Bids are due in by June 7th.

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Carlos from Piper advised we would need dedicated lines for the fire panels and auto-dialers. He was to visit the property Monday (22nd) to look at available lines. A dedicated line is usually a phone line used for only one purpose. Verizon has indicated the set up rate for each line would be \$68.90 with a monthly rate for of \$30.98 per month, plus taxes and fees. Carlos has stated he would get with the Verizon person to see if the existing elevator phone lines and auto-dialers could be used for the fire panel. Piper has begun to install the new panels.

Don is reviewing some of the fire code violations to see what action is needed. I have advised him to give me a list of any doors that need signs identifying the purpose of the room or area, and I will get the signs made. A letter was sent to the owners of N-103 regarding the rusted out electrical disconnect box for their air compressor. This was on the fire marshals list, and something Don and I had previously noted. Most of the disconnect boxes and compressors have nothing on them to identify what unit they belong to. These items are the homeowner's responsibility to maintain.

After sending two certified letters we finally were repaid by MAACO the \$276.20.

Randy added that in April several owners' special assessment payments were not received until after the 10th. He felt this had not been a problem in January and asked the board to consider waiving late fees and interest on payments received on

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the 11th or 12th. George Kapsambelis moved that the association waive the late fees and interest charge on payments of the special assessment received on April 11th or 12th. John Rosso seconded the motion and it was approved.

There were no reports from other officers.

Mary Amodeo reported on **security** as Mrs. Foster was out of town. She stated the last report indicate there have been no problems. President Kapsambelis spoke of letters that had gone to residents in two units as a result of complaints to security from other residents. He suggested the guard needs to verify the information and preferably observe these incidents when possible. The night rover has been asked to get out of the truck and check our pool area for potential problems.

Mary Cullen reported for the **landscape committee**. A few weeks ago they did a walk around with Bill Swenson from S&S Lawn Service. There are areas where shrubs are old and in need of replacement, some dead plants to replace, a dead palm at 'O' building, and flowers to be added. She will be contacting Bill to ask for a report and prices to do these things, and will bring it to the board next month. Mr. Kapsambelis noted some shrubs were removed from the ends of the Villa decks for work access. These will need to be replaced at a later date.

Mr. Kapsambelis reported on **maintenance**. The pool deck was worked on May 1st and 2nd. Some residents noted there are some bubbles under the coating near the spa and the deep end of the pool. Don will be asked to look at these and to get with the contractor, Gemstone. The awning on 'O' building was installed in accordance with the specifications prepared. The painters have moved along on 'O' building villas faster than expected. George poled the other board members for approval so the painters could proceed with painting the railings and spindles on the front of the villas for \$8,550 to come from the special assessment account. Mr. Rosso moved to ratify the action of the board, Mary Amodeo seconded it and it was unanimously carried.

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President Kapsambelis reported that Albritton performed the roof work on the 'O' tower. The board is not satisfied with work on the hip areas of the tiles. This will be addressed when the contractor returns to do the work on the 'N' tower. Don is drying wood for some of the bad slats on the townhouse dividers, and will soon paint and replace the warped boards. Don will also be addressing common area issues noted by the fire marshal. After repairs on the pumps it was later found that a standpipe for the fire sprinkler was leaking in the stairway. This has been repaired.

Mary Amodeo noted that **housekeeping** is not cleaning the dumpster area by the townhouses, or the mailbox areas. Randy will contact the contractor about these issues and concerns.

Mr. Rosso stated there is no **IDSOA** meeting scheduled and **HOA** will meet tomorrow.

Old Business

President Kapsambelis noted that when the board approved the walkway work last month the motion only approved the cost for one building. Mr. Rosso moved to amend the end of the motion (on page 3 of the April minutes, paragraph 3) by adding the word "each" to the motion. Mrs. Amodeo seconded the motion and it was approved.

Mr. Kapsambelis reported that AAA Services determined their prior bid to do the deck inspections was inadequate and have changed their quote from \$22,362.53 to \$31,129.76. John Rosso moved to rescind the prior award, and George seconded the motion. The motion was approved with Mrs. Amodeo opposed. George then moved to accept the new bid, and Mary seconded the motion. The motion did not carry. John Rosso offered that we go out for bids from other companies.

Discussion on sealing the garage decks, and the tower entry systems was set-aside for the June meeting.

George reiterated the information about the possible need for dedicated phone lines for the fire panels, which Randy mentioned earlier. Mr. Rosso moved that if we cannot use the elevator lines and auto-dialer we approve the expense for new lines and auto-dialers. Mrs. Amodeo seconded the motion and it was unanimously approved.

Discussion on door replacements was set-aside until the June meeting.

Mr. Kapsambelis cited that the fire inspector's report is requiring drywall on the inside of the bicycle rooms and a sprinkler head. There was some discussion on the items. Mike McDonough offered that we should speak with Lt. Fineberg, at the fire department, whom is above the inspector who was here. Definitely, the plants on the stair landing outside of N-216 are a violation and must be removed. The association will address the obvious items and contact the Lieutenant about the questionable ones.

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New Business

The updated version of the Hurricane Preparedness Manual had been received from Mr. McDonough, copied and passed on to the other board members for review. At this time Mr. McDonough submitted his resignation from this committee.

More information will be sought regarding the a/c units outside in stacks, as there seem to be new building codes that affect the installation of these units a minimum height above the ground. This will be discussed at the next meeting.

John Rosso moved to lien owners for special assessments not paid as of May 15th. Mary Amodeo seconded the motion and it was carried.

George advised that the aisles in the main storage rooms of the towers are to be cleaned out. Don will be looking to find new storage areas for materials of the association. George moved that a deadline for owners to remove their items from the aisles be set for June 30, 2006. Mary Amodeo seconded the motion and all approved.

There was no discussion of the agenda items by the members in attendance.

The next meeting of the Board was set for Tuesday June 20th, in the 'N' recreation room at 4:00 p.m.

Being no further business Mr. Rosso moved to adjourn the meeting at 6:46 p.m.

Respectfully submitted:

Randy Unwin
Community Association Manager