

PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.

(A not-for-profit corporation)

BOARD OF DIRECTORS MEETING

Thursday, December 6, 2018

Immediately After the Budget Meeting

At the Pelican Landing Clubhouse

CALL TO ORDER: Richard Decker called the meeting to order at 9:11.

NOTICE: Proof of Notice was affirmed by Sunstate Management exceeding notice requirement of 48 hours.

QUORUM: A quorum was established with Richard Decker, President, Nancy Rocknich, Secretary, Bill Kissner Director, present. Frank Saracino, Vice President, and Dave Henderson, Treasurer, were present on the conference call line. Also, in attendance, Ed Olson from Sunstate Management.

MINUTES: A MOTION was made by Dave Henderson to approve the minutes from the Board meeting on October 18th, 2018. Seconded by Bill Kissner. The Motion passed unanimously.

Minutes: A Motion was made by Bill Kissner to approve the minutes from the Organizational Meeting on November 10th, 2018. Seconded by Nancy Rocknich. The Motion passed unanimously.

Treasurer's Report: Subsequent to the October 18, 2018 Board of Directors meeting and the November 10, 2018 Annual Meeting, the following actions of major importance from a financial perspective included the following:

- Distributed monthly financial reports to the Board of Directors for review.
- After receiving satisfactory documentation that all permit conditions have been met, approved the \$8,540 final payment to Innovative Marine Services (IMS) for the stairs and ramp projects for beach access. This was a budgeted item to be charged against the Deck, Dock and Seawall Reserve. IMS has promised to provide the requested Contractor's Affidavit and Unconditional Release of Liens after they receive this final payment, and I will be following up with them on that commitment.
- Worked with Sunstate Management on issuing the December 6, 2018 Budget Meeting Notice, which was signed on November 15, 2018 after review of the Proposed Operations and Reserves Budgets with the membership at the November 10, 2018 Annual Meeting. The Budget Meeting Notice was subsequently e-blasted and mailed to the membership and posted on the bulletin boards within required time limits.
- Based on discussions at the September and October 2018 Workshops and Board of Directors Meetings, approved the scheduling of the maintenance project for the stairway and sidewalk between the pool and pool restrooms. This initial approval was made to expedite prompt completion of the project as soon as possible – hopefully before year-end – at a time that would be less disruptive to those using the pool. While this project has turned out to be more of a simpler maintenance project than originally envisioned, I will be making a motion at the end of this report for formal approval of the contract dated October 25, 2018 with R. Weber Inc., Interlocking Paver Systems at a price of \$2,260.00 – Labor and Materials Complete. R. Webber has an excellent track record with Pelican Landing, having done the new patio work north and south of B Building and has a certificate of insurance on file naming both Pelican Landing and Sunstate as additional named insured. The original proposal from Gulf Coast Restoration was for \$4,117.55. Thanks go to Bill Kissner and Ed Olson for their work in getting a contract involving nearly a 50% savings. Since this project primarily involves the installation of new material, it will be charged against the Buildings Reserve.
- The October financials show "Miscellaneous Income" of \$3,450 year-to-date. This income is almost all for money taken in from unit owners for new storm doors. Because the storm door purchases were made from the Buildings Reserve, this income needs to be transferred over to the Buildings Reserve. Accordingly, I will be making a motion at the end of this report to provide Board authorization for the transfer of funds.
- I am currently working with Sunstate Management's accounts receivable and administrative staff to ensure that unit owners are billed \$1,900 soon for the quarterly assessment due January 1, 2019, Auto-Pay is updated, and coupon books are printed and mailed out as soon as possible.

- Finally, in our continued agreement to work with Sunstate Management to slowly bring their monthly fee up closer to market rates, I am proposing a \$65.00 per month increase in the monthly rate paid for Sunstate's services, which will raise the fee from \$1,300 to \$1,365 per month. This leaves us short of \$1,400, which is where we should arguably be at this time, based upon interviews with competitive management companies over the past two years. That said, I did not want to propose an increase of over 5% at a time when we are having to increase the quarterly assessment rate to our members for a second year in a row, and \$1,365 is currently acceptable to Sunstate Management for 2019.

MOTION: A Motion was made by Dave Henderson for the Board to approve the \$2,260 proposal from R. Webber Inc. regarding required maintenance to the stairway from the pool to the pool bathrooms and that the project be charged against the Buildings Reserve. Seconded by Bill Kissner. Motion passed unanimously.

MOTION: A Motion was made by Dave Henderson that \$3,450 in Miscellaneous Income be transferred to the Buildings Reserve as partial reimbursement for storm door purchases made from the Buildings Reserve. Seconded by Frank Saricino. Motion passed unanimously.

MOTION: A Motion was made by Dave Henderson that the monthly fee to Sunstate Management be increased from the current level of \$1,300 per month to \$1,365 per month, effective January 1, 2019. Seconded by Frank Saricino. Motion passed unanimously.

Committee Reports:

Social Committee: No report given.

Landscape Committee: Bill Kissner reported that the irrigation leak in front of A building has been repaired. Bids are currently being done to replace the well pump.

Building Committee: Bill Kissner reported that most of items have been wrapped up. Landscaping and pavers are all done and the pavers in front of the bathrooms will be done soon. The main valve and the shutoff valves on B building are being replaced the 12th and 13th Wednesday and Thursday. This will allow the re-piping project under B building to commence after season.

The Deck and Dock Committee: Bill Kissner gave the report. He spoke about trying to negotiate a contract with Adams and Nicholas to do a feasibility study for the dock and seawall.

Insurance Recovery Committee: Frank Saricino spoke about the process and where we stand with Atlas Insurance. Ed Olson spoke about the ongoing search for a dedicated contractor that will work with us in a catastrophic event.

Unfinished Business: None

New Business: Motion: A Motion was made by Dave Henderson to appoint Paul Chase to the Board of Directors effective immediately for one of the open two-year terms. Seconded by Frank Saricino. Paul Chase gave a synopsis of his credentials. Motion passed unanimously.

NEXT WORK SHOP/MEETING: Tuesday January 15, 2019 9:00 AM Thursday January 17th, 2019

ADJOURNMENT: There being no further business to come before the association, a **MOTION was made by Bill Kissner and duly seconded by Bob Nancy Rocknich that the meeting be adjourned. The Motion passed unanimously.**

The meeting adjourned at 9:59 A.M.

Respectfully submitted,

Edward L. Olson/LCAM

for The Board of Directors at Pelican Landing Condominium Association, Inc.

Pelican Landing Condominium, Charlotte County, Inc.

The Secretary;_____