

PELICAN LANDING CONDOMINIUM ASSOCIATION of CHARLOTTE COUNTY, INC.

(A not-for-profit corporation)

BOARD OF DIRECTORS MEETING

Thursday, October 17, 2019

At the Pelican Landing Clubhouse

CALL TO ORDER: Richard Decker called the meeting to order at 9:00 am.

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

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

APPROVAL OF THE PREVIOUS MINUTES: **MOTION made by Nancy Roknich and seconded by Eric Michalak to approve the minutes of September 19, 2019 Board Meeting. Motion passed unanimously.**

TREASURERS REPORT: Since the last Treasurer's Report of September 19, 2019, actions of major importance from a financial perspective included the following:

- Followed up promptly on all invoices from Galloway Roofing and StraightLine Aluminum to verify successful completion of each progress step and stay current on all progress payments due. All progress payments to date have been for the exact amounts needed at each progress step per building as specified in the contracts. There have been no extra charges, and that includes no extra charges for plywood (nothing beyond the 10 sheets per building included in the Galloway Roofing contract price).
- Liquidated Synovus money market and checking accounts and all but \$1,000 in the BB & T money market account to make progress payments to Galloway Roofing. Held onto the remaining balance in the Wells Fargo money market account for now, because it enjoys the highest interest rate on our money market accounts (2.1%), though it too will need to be largely paid out to meet current contract obligations to Galloway, StraightLine and Oracle Elevator. To date, we have not had to touch any of our CD's, which enjoy higher rates than the money market accounts. While I am hopeful that we can avoid cashing a CD, if necessary, we can do so at Cadence bank without penalty as long as the money is to be used for a reserve project.
- Continued to work with Sunstate on Accounts Receivables follow-up.
- Continued working with Nancy Miller on landscape-related budget proposals for 2020.
- Completed draft Proposed Operations and Reserves Budgets for review with the Board at the 10/15 Board Workshop and 10/17 Board of Directors Meeting. Plan is to gain Board approval of the Proposed 2020 Operations and Reserves Budgets at the 10/17 Board meeting. This will allow for review of the proposed budgets with the membership at the November 9, 2019 Annual Meeting and subsequent consideration for approval and adoption at a planned December 5, 2019 Budget Meeting.
- Advised Linh Chau of the Board's approval at the September Board Meeting of hiring Armentrout Chau & Associates to do audited year-end financial reports for the 2019 fiscal/calendar year. Also advised Sunstate of this decision so that preparations can begin for conveying the data needed by the accounting firm for the audit.
- Advised Sunstate of the Board's approval at the September meeting of the transfer of the \$7,557.44 being carried as an unrestricted net asset to the Buildings Reserve. This will augment our Buildings Reserve balance, resulting in an estimated Buildings Reserve balance at year-end of \$10,051 (after payments to StraightLine Aluminum).
- Was advised by the current carrier of our hazard insurance that at this time they cannot provide glazing credits for Building B and roof credits for the buildings being reroofed and that these credits will have to take place at the time of our April 2020 policy renewal date. Neither the primary or excess property carriers can give money back at this point in time.

- In conjunction with our 2020 budget planning, I am recommending raising Sunstate's monthly rate from the current rate of \$1,365 to \$1,400 (\$35 or 3%), effective January 1, 2020. Accordingly, I am making the following motion:

MOTION: Motion made by Dave Henderson and seconded by Frank Saracino to raise Sunstate Management Group's monthly rate to \$1,400, effective January 1, 2020. Motion passed unanimously.

COMMITTEE REPORTS:

SOCIAL – The decision was made to resume Thirsty Thursday in November. The Friday Diner before the Annual Meeting is being planned and volunteers are needed. Irene Ferguson has the reservation papers to reserve the clubhouse.

LANDSCAPE – No report was given. A question was asked about the trimming of a tree along the property line south of F-Building. The trim occurred to allow room for the Galloway Roofing lift to maneuver. A question was also asked about the tire tracks in the lawn areas, which will be taken care of after the roof is finished. There have been multiple calls to have the yard trash pile by the road picked up.

BUILDING – Bill Kissner gave the report. Galloway Roofing has not delivered the metal for Building D. It was promised to be delivered today or tomorrow and work to start Monday. Gutter work should start back soon. The elevator work is going well and should be finished on schedule. The pool heater is down right now and should be repaired today. The re-piping is done under B-Building. Rob is painting the new pipes and will start power washing when he finishes.

BOAT & DOCK –Eric Michalak gave the report. Adams and Nichols are still trying to narrow down what we need to be done to cut through the red tape.

UNFINISHED BUSINESS

Elevator Update: Things are on schedule for the elevator project. F Building should be finished next week, and E building will follow. An e-blast will be sent to the unit owners E about the schedule.

NEW BUSINESS

Proposed 2020 Operations and Reserve Budget: Dave Henderson spoke about the process and motions needed to discuss the 2020 budgets with the membership at the upcoming Annual Meeting. Following the Annual Meeting there will be a budget meeting on 12-5-19. **Motion: Motion made by Dave Henderson and seconded by Frank Saracino to approve the Proposed 2020 Operations Budget dated October 17th, 2019. Motion passed unanimously. Motion: Motion made by Dave Henderson and seconded by Frank Saracino to approve the supplement to the Proposed 2020 Operations Budget entitled "2020 Landscape-Related Budget Items" dated October 17th, 2019. Motion passed unanimously.**

Motion: Motion made by Dave Henderson and seconded by Frank Saracino to approve the Proposed 2020 Reserves Budget dated October 17th, 2019. Motion passed unanimously. Motion: Motion made by Dave Henderson and seconded by Frank Saracino to move for board approval of the October 15th, 2019 draft letter known as Draft Letter B to unit owners dated October 21, 2019 to be mailed and e-blasted to all unit owners along with copies of the Proposed 2020 Operations and Reserves Budgets and the 2020 landscape related budget items supplement. Motion passed unanimously.

NEXT MEETING Annual Members Meeting: Saturday November 9, 2019 9:00 AM

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

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; _____