

# **PELICAN LANDING CONDOMINIUM ASSOCIATION of CHARLOTTE COUNTY, INC.**

(A not-for-profit corporation)

## **BOARD OF DIRECTORS MEETING**

**Tuesday, March 17, 2020**

**At the Pelican Landing Clubhouse**

**CALL TO ORDER:** Richard Decker called the meeting to order at 9:02 am.

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

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

**APPROVAL OF THE PREVIOUS MINUTES:** **MOTION made by Dave Henderson and seconded by Dave Frustaci to approve the minutes of February 20, 2020 Board Meeting. Motion passed unanimously. (Note: Approval of Minutes actually took place after turning the meeting into an Emergency Board of Directors Meeting to deal with the COVID-19 pandemic -- after the routine reports shown below and toward the end of these minutes.)**

**TREASURERS REPORT:** Since the last Treasurer's Report of February 20, 2020, the following actions of major importance from a financial perspective included the following:

- Made arrangements with Dave McMahon, our agent with Atlas Insurance Agency, to review our major package of insurance policies (all excluding Flood Insurance) at 9:00 a.m. during the scheduled April 14, 2020 Board of Directors Workshop. This will help facilitate approval of an insurance policy package and implementation prior to the April 29 renewal date for these policies.
- Following up on last month's Board Workshop and Board of Directors Meeting, worked with Richard Decker, President and Landscape Committee Chair, and Dalton's Tree and Landscape to pursue desired changes in Dalton's proposed contract before further Board consideration of their contract proposal. As a result, several modifications were made, which I am prepared to discuss in the Landscape Committee report section of our Board Meeting agenda.
- Continued to work with Sunstate and Bill Kissner on follow up on the Requests for Proposal sent out to elevator companies seeking Elevator Maintenance Contract and Elevator Modernization proposals. An additional elevator company was added to the list of bidders, bringing the total up to five (5) companies. All five have visited Pelican Landing to inspect all of our elevators and to discuss our needs. Both Ed Olson and Bill Kissner participated in the site visits. When all of the proposals are received, they will be compared and evaluated, and the results will be reported to the Board.
- While the elevator proposals are being received, David Frustaci, our Assistant Treasurer, has been pursuing possible financing options related to potential elevator modernizations for Buildings A, B, C and D. We intend to factor his findings into our planning and budgeting going forward.
- Promptly followed up on all motions made at the February Board of Directors meeting.
- I am still holding back \$3,750 on the Galloway Roofing contract, pending their completion of a few remaining check-list items.

### **COMMITTEE REPORTS:**

**SOCIAL** – All meetings and activities have been canceled.

**LANDSCAPE** – Richard Decker gave the report. Since the last meeting the mulch has been put down. Three contracts for landscaping have been received and considered. Richard Decker asked Dave Henderson to speak about the Dalton's

Landscape contract and the major changes that were made. The three major changes that were made are that the contract can be canceled at each 1 year anniversary date with 90-day prior written notice, the annual escalation clause was reduced from from 5% to down to 2%, which is more in line with the current rate of inflation, and the terms for payment were made consistent throughout the contract to be within 35 days of receipt of invoice. The portion allowing for renegotiation in the event of an unforeseen increase in fuel, insurance cost, etc., was left intact. With Dalton Tree and Landscape takes over all aspects of the grounds, there will be a modest savings each year when compared to the cost of the current landscape, chemical treatment and irrigation contracts added together. The contract was also revised to provide for a June 1, 2020 start date. Questions were asked about cost, safety and insurance. **Motion was made by Bill Kissner and seconded by Frank Saracino to approve the contract with Dalton Tree and Landscape. Motion passed unanimously.**

**BUILDING** – Bill Kissner gave the report. We are still wrapping up some small projects. The proposals for the elevator modernization and maintenance contracts are coming soon. Management was asked to revisit the two proposals for extending the parking south of the tennis courts with both vendors.

**BOAT & DOCK** –Eric Michalak gave the report. The navigational cut-back diagrams are being done and a preliminary meeting with the DEP needs to be scheduled.

### **UNFINISHED BUSINESS**

**Rules and Regulations Enforcement:** There have been a number of violations reported for articles left on the walkways.

### **NEW BUSINESS:**

(During the course of the meeting, several members of the Board of Directors expressed a desire to turn this meeting, which was noticed as a Board of Directors Workshop, into an Emergency Board of Directors Meeting for discussion and voting on steps related to the Covid-19 pandemic. The entire Board concurred with this step and also decided on canceling the previously noticed Board of Directors meeting scheduled for March 19, 2020 in line with the desire for social distancing at this time. Accordingly, the minutes of the February 20, 2020 Board of Directors Meeting were approved as recorded earlier in these minutes, and the following discussion and approval of motions took place.)

**Coronavirus Covid-19:** There was a lengthy conversation about Covid-19 and recommended actions for the association. Management strongly recommended, in an abundance of caution, closing any nonessential common elements like the clubhouse and the pool and to limit gatherings to 10 or less people. Some viewed the need to close the pool as inconclusive. After significant discussion, **Motion was made by Bill Kissner and seconded by Paul Chase to keep the pool open unless the health department advises otherwise. Motion passed, 4 YES and 3 NO.** Immediately, a **Motion was made by Bill Kissner and seconded by Frank Saracino to put a sign on the pool stating, “Due to the risk of Covid-19, use pool at your own risk.” Motion passed, 6 YES and 1 NO.**

**MOTION was made by Bill Kissner and duly seconded by Dave Frustaci that the meeting be adjourned.** Before a vote to adjourn was taken, Dave Henderson suggested that a motion needed to be made before adjournment about the closing of the clubhouse. **Motion made by Dave Henderson and seconded by Frank Saracino that all planned social activities and social gatherings in the clubhouse be suspended until further notice. Motion passed unanimously, and the meeting was adjourned.**

**NEXT WORKSHOP/MEETING:** Tuesday **April 14th**, 2020 9:00 AM/Thursday **April 16<sup>th</sup>**, 2020 9:00 AM

Edward L. Olson/LCAM

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

Pelican Landing Condominium, Charlotte County, Inc.

The Secretary; \_\_\_\_\_