

# PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.

(A not-for-profit corporation)

THURSDAY, JANUARY 19, 2017

BOARD OF DIRECTORS MEETING

10:00 A.M.

Approved

**CALL TO ORDER:** President Frank Saracino called the meeting to order at 10.02 A.M.

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

**QUORUM:** A quorum being established with Frank Saracino, President, Joe Bieluch, Secretary, Al Lynn, Director and John Moreau, Director, present. Eric Michalak, Vice President, Dave Henderson, Treasurer, and Bryan Lauer, Director, by conference call.

**MOTION:** A motion was made by Dave Henderson to approve both sets of minutes from December 8<sup>th</sup> 2016 budget meetings. Seconded by Al Lynn. Motion passed unanimously.

**Motion:** A motion was made by Dave Henderson to amend the agenda to add the approval of the minutes from the directors meeting on November 12<sup>th</sup>. Seconded by Joe Bieluch. The motion passed unanimously.

**Motion:** A motion was made by Dave Henderson to approve the minutes of the directors meeting on November 12<sup>th</sup> 2016. Seconded by Joe Bieluch. The motion passed unanimously.

**Treasurer Report:** Dave Henderson spoke about recent items of importance from a financial perspective include the following:

- Subsequent to December 8, 2016 Special Membership Meeting and Board of Directors Budget Meeting, transferred \$47,569.32 from the Paint Reserve, with \$6,917.32 going to the Deck, Dock and Seawall Reserve and \$40,652.00 going to the Buildings Reserve. These transfers are reflected in the December 2016 financials.
- Distributed the 2017 Operations and Reserves Budgets adopted by the Board of Directors on December 8, 2016 to key Sunstate Management personnel.
- On January 10, 2017, Frank Saracino and I met with Janet Romano, Senior VP, Association Services with Stonegate Bank, to discuss procedures for accessing Pelican Landings' Revolving Line of Credit there. We now know the procedure to follow and will be providing certain information they have requested so that they have it in advance of our accessing the line-of-credit, should we choose to do so. While there, also picked up signature card information for review and future signing by our association officers and Sunstate. Key information on our line-of credit is as follows:
  - o Prime with a floor of 3.95%.
  - o Prime is now 3.5%, so our current rate would be 3.95%.
  - o Can draw as we go to minimize interest expense.
  - o First draw establishes start date.
  - o Can make additional draws after start date.
  - o Need to pay all draws off within one year of initial start date.

- Credit line is \$300,000, but Bank anticipates we likely will not need more than \$100,000 for anticipated needs.
- Need to show an income stream to pay principal and interest (e.g. Budgeted 2017 contributions to Buildings Reserve equal \$102,906.40, and delayed start date could carry us into 2018 for pay-back obligation).
- Line-of-Credit matures on August 15, 2018. Would have to establish a new line-of-credit if we desire to have one after that date.
- Current line-of-credit is more favorable to us than the new ones now being established.
- On January 12, 2017, met with Rowley Insurance and worked out a plan to obtain the balance of available pre-paid insurance refunds on previous insurance plans purchased through Rowley.
- On January 16, 2017, approved payment of two checks totaling \$134,992 to Innovative Marine for our Coastal Armoring project – one for a \$117,832 progress payment on the Sheet-Pile Wall and the other for the required 20% deposit of \$17,160 toward the Concrete Cap. Both checks were charged to the Buildings Reserve.
- Began the process with our auditors to prepare a compiled year-end 2016 financial report, which will, when completed, be made available to the membership and to Stonegate Bank should we access the line-of-credit.
- Drafted a letter to unit owners regarding quarterly assessment payment responsibilities and distributed it to the Board of Directors and key Sunstate personnel for review or comment. Recommended plan is to send it out by e-blast (and mail it to those who do not use email) on January 20, 2017.

#### **Committee Reports:**

Social committee reported about all the upcoming events.

Landscape committee reported about what is being done around the grounds. Everything is well.

The Deck and dock committee reported about the dock being in desperate need of repair.

Building committee had a long list of things being done around the community. This sparked a long conversation about several things that included setting a meeting with Mario's owner about the slow nature of their work with the President.

#### **Old Business:**

**Motion:** Dave Henderson made a motion to accept the new Sunstate Management contract retroactive to January 1<sup>st</sup> 2017. Seconded by Joe Bieluch. The motion passed unanimously

**Motion:** All Lynn made a motion to accept the new contract from Becker & Poliakoff retroactive to January 1<sup>st</sup> 2017. Seconded by Brian Lauer. The motion passed unanimously.

**Motion:** A motion was made by Joe Bieluch to go into executive session. Seconded by Frank Saracino. Motion passed unanimously.

**Motion:** A motion was made by Joe Bieluch to come out of executive session. Seconded by Al Lynn. The motion passed unanimously.

There being no further business to come before the association, a motion was made by Joe Bieluch and duly seconded by Al Lynn that the meeting be adjourned. The motion passed unanimously.

The meeting adjourned at 11:20 A.M.

Respectfully submitted,

Edward L. Olson for Michelle S. Thibeault

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

Pelican Landing Condominium, Charlotte County, Inc.

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