

# PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.

(A not-for-profit corporation)

## BOARD OF DIRECTORS MEETING

Thursday, September 19, 2019

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 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 July 18, 2019 Board Meeting. Motion passed unanimously.**

**TREASURERS REPORT:** Since the last Treasurer's Report of July 18, 2019, the following actions of major importance from a financial perspective included the following:

- Renewed flood insurance for C Building to complete all 2019 insurance policy renewals.
- 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.
- Worked with Atlas Insurance Agency on 2020 budget projections.
- Helped facilitate preparation of a new mitigation report by an independent inspector upon completion of the re-roofing of B Building. Worked with Sunstate on distribution of the report to all B Building unit owners. Upon completion of A Building, I plan on ordering the completion and distribution on new mitigation reports for C and A Buildings.
- Distributed July financials to all Board members, and Sunstate distributed the August financials in the September Board of Directors meeting packets.
- Worked with Sunstate on Accounts Receivables follow-up.
- Worked with Nancy Miller on landscaping plans for the remainder of 2019 and budget proposals for 2020. Nancy was also successful in getting Dalton's lined up to do the palm trimming and booting at a cost of \$18.00 per tree (just \$1.00 over last year's price instead of their original quote of \$22.50 per tree) and doing the Bayside south property line and Gulf side north property line cutbacks for the same price as last year. Thank you, Nancy. Dalton's is currently scheduled to do the palm trees and cutbacks during the first week of November unless planned completion of the re-roofing is delayed.
- Prepared a brief update on the re-roofing for Atlas Insurance Agency to use with our insurance carrier.
- Completed 2020 budget worksheets for review with the Board at the September 17, 2019 Board Workshop.
- After careful consideration, I am recommending we have Armentrout Chau & Associates do audited year-end financial reports for the 2019 fiscal/calendar year. The last audit that we had was for 2015. Also, given the complexity of the major projects we have been doing this year, the insurance settlement, the number of contracts we have entered into, etc., I think it would be prudent to do an audit in support of our fiduciary responsibility to the membership. Accordingly, I have not recommended that a ballot question to waive the normal audit requirement for associations of our size be included in the materials for the Annual Meeting. Unless the Board desires to seek a waiver, by default, an audit will be required. That said, to be proactive, I would like to make the following motion:

**MOTION – A MOTION was made by Dave Henderson and seconded by Frank Saracino that the Board of Directors formally approve asking Armentrout Chau and Associates to do audited year-end financial statements for the 2019 fiscal/calendar year at a cost of \$6,000. MOTION passed unanimously**

- As you may recall, we ended 2018 with a modest positive balance in the Operations Fund of \$7,557.44. This has been carried as an unrestricted net asset on our financials until we could decide what reserve account should

receive these funds in the form of a transfer. Since we are now projecting that we will end 2019 with an estimated balance in the Buildings Reserve of only \$2,494, I am recommending that we ask Sunstate to transfer this \$7557.44 to the Buildings Reserve. Accordingly, I am making the following motion:

**MOTION – A MOTION was made by Dave Henderson and seconded by Frank Saracino that the Board of Directors approve the transfer of the \$7,557.44 being carried as an unrestricted net asset to the Buildings Reserve. MOTION passed unanimously.**

**COMMITTEE REPORTS:**

**SOCIAL** – No report was given.

**LANDSCAPE** – Nancy Miller gave the report. She reported that there is concern about the plantings on the north west sunset deck. Dalton’s Landscaping came out and determined that it will be very difficult to get anything to grow there. Their suggestion is to install a rock formation and will present a proposal for installing it. Dalton’s Landscaping is scheduled to trim the trees the first week in November. Nancy asked for the board to look for a replacement for her.

**BUILDING** – Bill Kissner gave the report. Galloway Roofing has not delivered the metal for Building F and there is no crew on site today. Buildings B, C and A are done except for the gutters on A. The roofing job is 1 month behind schedule. Building F needs to be finished by October 1<sup>st</sup> so the elevator project can start without creating complications. A walk through to assess the A building found minimal water damage. Unit A-202 had work done without Association approval, and Galloway Roofing received a bill from Harbor Claims for \$6,806.74. This will have to be investigated. Small projects continue to move forward.

**BOAT & DOCK** –Eric Michalak gave the report. Strayer finished the survey and the preliminary project work is continuing. The basic design is being worked on and things are moving forward.

**UNFINISHED BUSINESS**

**Elevator Update:** Things are on schedule to start the elevator project on F building on October 1<sup>st</sup> and E building to follow. An e-blast will be sent to the unit owners in F and E about the schedule.

**NEW BUSINESS**

No new business was discussed.

**NEXT WORKSHOP/MEETING:** Tuesday October 15, 2019 9:00 AM Thursday October 17, 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 Rognich that the meeting be adjourned. The Motion passed unanimously.**

The meeting adjourned at 9:42 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; \_\_\_\_\_