

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

(A not-for-profit corporation)

## **BOARD OF DIRECTORS MEETING**

**Thursday, January 16, 2020**

**At the Pelican Landing Clubhouse**

**CALL TO ORDER:** Richard Decker called the meeting to order at 9:03 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 and Dave Henderson, Treasurer present. David Frustaci, Assistant Treasurer and Eric Michalak, Director were present on the conference call line. Paul Chase, Director was absent. Also present, Ed Olson from Sunstate Management.

**APPROVAL OF THE PREVIOUS MINUTES: MOTION made by Frank Saracino and seconded by Dave Henderson to approve the minutes of December 5, 2019 Budget Meeting. Motion passed unanimously.**

**APPROVAL OF THE PREVIOUS MINUTES: MOTION made by Frank Saracino and seconded by Bill Kissner to approve the minutes of December 5, 2019 Board Meeting. Motion passed unanimously.**

**TREASURERS REPORT:** Since the last Treasurer's Report of December 5, 2019, the following actions of major importance from a financial perspective included the following:

- As a result of an anticipated delay in getting coupon books out to unit owners, in early December, mailed all unit owners who are not on AutoPay an invoice for the \$1,900 quarterly assessment due on January 1, 2020. Also, advised unit owners by e-blast concerning the details on how to submit their quarterly assessment prior to receiving their new coupon book. That said, coupon books were still delivered in December enough in advance to help facilitate timely payment.
- Distributed November financial statements to the Board of Directors for their review. Also, worked with Sunstate to have the December Unaudited financial statements distributed to the Board of Directors in the meeting packets for this December 16, 2020 Board of Directors meeting.
- With the assistance of Sunstate, made mitigation reports available to all unit owners through e-blast or mail and completed posting of the mitigation reports on the insurance section of the Pelican Landing website.
- Completed Straightline Aluminum payments for fascia, soffit, gutter and downspout work. Like the Galloway roofing project, the cost for the StraightLine work was on budget at exactly the contract price – no extras.
- Upon completion of check-list items, final payments on the contracts for Building E and F elevator renovations and modernization were made. And, just like the Galloway and StraightLine projects, the cost for these two jobs was exactly on budget and at the contract prices – no extras.
- We still are holding back \$3,750 on the Galloway Roofing contract, pending their completion of a few remaining check-list items.
- Received the engagement letter contract from Armentrout Chau and Associates (CPA's) for the preparation of audited financial statements for the 2019 calendar/fiscal year ending December 31, 2019 and sent the contract to the Board of Director's for review. After review of this engagement letter contract, I am recommending formal approval through the following motion:

**MOTION: Motion made by Dave Henderson and seconded by Frank Saracino that the Board of Directors approve the engagement letter contract of December 17, 2019 from Armentrout Chau & Associates, Certified Public Accountants.**

- Worked with Sunstate to obtain new signature cards for all of our bank, money market and CD accounts, providing signing authorization for Michelle Thibeault, Owner of Sunstate Management Group, and Pelican Landing's President, Vice-President, Treasurer, and Assistant Treasurer to include bank-required supporting documentation and resolutions. To formalize this, I am recommending formal approval through the following motion:

**MOTION: Motion made by Dave Henderson and seconded by Frank Saracino that the Board of Directors formally provide signing authorization for Michelle Thibeault, Owner of Sunstate Management Group, and Pelican Landing's President, Vice-President, Treasurer, and Assistant Treasurer for all Association bank, money market and CD accounts, including bank-required supporting documentation and resolutions.**

- Received information that BB & T and SunTrust banks are merging. This change should not impact us, as BB & T's association banking group will become the association arm of the new resulting "Truist" entity.

#### **COMMITTEE REPORTS:**

**SOCIAL** – Joan Martin gave the report and talked about all of the upcoming events.

**LANDSCAPE** – Richard Decker gave the report. He once again talked about the retirement of Nancy Miller and the need for someone to take her place. There have been two landscape companies out to give proposals on taking over all aspect of the landscaping needs. A third one has been contacted and an appointment has been made for them to present a proposal. Dave Henderson talked about the conversation in the workshop about Richard Decker taking the lead roll on the landscape committee. Being a year-round resident, Richard will be able to build a strong committee and work closely with the vendors. **Motion: Motion made by Dave Henderson and seconded by Frank Saracino to appoint Richard Decker as the new chair of the landscape committee with a goal of getting that committee off and running, including recruiting additional members to the committee that can help out.** There was a long conversation about the committee and their responsibilities. **Motion passed unanimously.**

**BUILDING** – Bill Kissner gave the report. The roofing project is complete except for a couple of small things. All of the aluminum work and elevator modernization is complete. The groundwork for the rest of the elevators to be modernized has been started and the goal is to do the four remaining elevators at the same time. The screens have been completed and are ready to be put back in. He asked that the workorder process be followed. The proposal from Mario's for the repairs on the walkways and recoating should be in soon.

**BOAT & DOCK** –Eric Michalak gave the report, discussing receipt of a proposal from Pinnacle to strengthen the stairs and ramp on the beach and also receipt of the Phase I due diligence report from Adams and Nichols. Eric advised the Board that Phase II cannot proceed without approval by the Board and emphasized the importance of keeping the project moving forward. That phase involves the meetings with the state agencies to fine tune the project. Dave Henderson asked to table both items. The possibility of potential remedial emergency repairs to the stairs and ramp between meetings was discussed. In addition, it was felt that additional time was needed for the entire Board to consider the rather lengthy Phase I ANE report before Board consideration of proceeding with Phase II. Bill Kissner concurred. **Motion: Motion was made by Bill Kissner and seconded by Frank Saracino to table both items to a later date. Motion passed unanimously.**

#### **UNFINISHED BUSINESS**

**Rules and Regulations Enforcement:** Heidi Christensen spoke about the new Rules and Regulations Committee, consisting of Heidi, Nancy Roknich and Sheri Diblasi, with Lucy Lewicki as an alternate. The committee has been asked to look into enforcement of the rules for dogs and parking, she read the working rules for parking and the need for renters

to have a parking pass. This will be in force while the committee works on final rules for the annual meeting. There was a long conversation about the different scenarios that could happen with the parking situation. There was also a long discussion about the violations with the dog in unit A-201. **Motion: Motion made by Dave Henderson and seconded by Frank Saracino to approve both the Pelican Landing Condominium Association Inc. rules for parking and the warning sign to be placed on the windshield of illegally parked vehicles.** There were several questions asked during discussion. **Motion passed unanimously.**

#### **NEW BUSINESS**

**NEXT WORKSHOP/MEETING:** Tuesday **February 18th**, 2020 9:00 AM/Thursday February 20<sup>th</sup>, 2020 9:00 AM

**ADJOURNMENT:** There being no further business to come before the Association, **MOTION was made by Bill Kissner and duly seconded by Frank Saracino 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; \_\_\_\_\_