

## **Tamarind Gulf and Bay Condominium Association, Inc.**

### **Minutes from the Board of Directors Meeting**

**October 28, 2021 (FINAL 11/13/21)**

**PURPOSE:** This was a regularly scheduled monthly meeting to conduct Tamarind business.

**CALL TO ORDER:** President Gerry Meiler called the meeting to order at 9:00 a.m. in the Tamarind Clubhouse and via Zoom/conference call.

**DETERMINATION OF QUORUM:** A quorum was established with the following board members present: Gerry Meiler, Bud Tishkowski, Bob Waddell, and Tom Crichton. Board members attending via Zoom/conference call were Dave Laven and George DaSilva. Also attending were Ed Olson, CAM and Property Manager of Sunstate Management Group, Inc.

**CONFIRMATION OF NOTICE AND POSTING:** Ed Olson, CAM and Property Manager, confirmed that the meeting notice was properly posted in accordance with Tamarind Gulf and Bay Condominium Association documents and Florida Statute 720.

**APPROVAL OF MEETING MINUTES:** Bud Tishkowski made a motion to waive the reading of the minutes from the last board meeting on September 23, 2021. The motion was seconded by Bob Waddell. The vote was passed unanimously.

#### **OFFICER'S REPORTS:**

- **Treasurer's Report: As of September 30, 2021:**
  - Operating Balance ~ \$289,000
  - Reserve Balance ~ \$87,000
  - Reserve Spending is ~\$709,000
  - After another month of lower than budgeted costs for insurance and grounds maintenance, we are now about \$69,000 under the Operations budget after 9 months.
  - Loan: We are planning a second loan draw in early November to cover our most recent bump-out and roofing invoices. We have withdrawn around \$430,000.
  
- **President's Report:**
  - Exterior window availability from PGT is about eight months from purchase. An eblast to all owners in the A1 and A2 building will be sent out next week urging any owner wanting to replace their windows during the bump-out repairs planned for next year should do so as soon as possible.
  - Dryer vent cleaning has been completed in the B3, B4, B5, and D1 buildings. Next scheduled buildings are B6, B7, B8, and C1.

- Several units have replaced their entrance door locks without providing new keys to the Tamarind office. It is important that the office has entrance keys to all units for emergency maintenance and pest control. Ed Olson and the Sunstate Management team will be contacting owners to remedy the situation.

#### **PROPERTY MANAGER REPORT:**

- West Coast Roofing is adding a second crew starting this week to begin roof replacement on the A-5 and A-4 buildings. This should allow the roofing project to be completed by December 21<sup>st</sup>.
- Rock Electric has been on site to complete AC disconnect wiring on all buildings with completed roofs. D1 will be completed today with the other buildings completed next week so there should be no further delays.

#### **COMMITTEE REPORTS:**

- Special Report on Walkway Resurfacing Project: Dave Laven said B-3, B-4, B-5, A-3, and A-2 buildings have been completed. There are a few low spots that need to be addressed as well as additional clean-up. Building A-1 is to be coated on Friday, October 29<sup>th</sup> depending on the weather. Clean up in the A-1 and A2 buildings will continue after the coating is completed. Gary Bettcher, A315, requested the team to address puddling outside his unit. Tom Crichton said that he polled residents in the D1 and B8 buildings and the majority would like to have their building walkway resurfacing completed in December rather than next Spring. Tom set up a schedule with Decocrete to begin on December 6 to be completed no later than December 20, 2021 for those buildings and potentially the clubhouse stairs. Big thanks to Dave, Tom, and Rob Austin for their on-going oversight.
- Architectural Review Committee:
  - Unit A511 has requested to resurface their lanai floor with an epoxy coating similar to the building stairs walkways. The ARC approved the request as it is within association regulations.
  - Unit A112 has submitted an ARC request to add an exterior wall egress window into the common area walkway, requiring moving the existing mailboxes to an adjacent wall. The ARC has approved the request and sent pertinent information to the board for review. As this is a modification to a limited common area, the request must be approved by 75% of association members attending the vote meeting. A motion was made by George DaSilva to forward the request to all association members for a vote in conjunction with the 2022 annual meeting in February. The motion was seconded by Bob Waddell.
    - Discussion: Bud Tishkowski requested that the request state that it is a variance of our architectural guidelines. Church Gimbert, B311, asked if

this is the same request as discussed by the board in 2017. Dave Laven responded that it is the same request as before, with a smaller window and more detailed drawings. The owner felt that the original request letter was unclear and misread by the association members. Recently, similar modifications were approved and have been made to the building.

- Gerry Meiler called for a vote. The motion passed unanimously.
- Projects Committee: Tom Crichton showed a prototype of a trash and recycling receptacle to replace the units on the beach and boat ramp area. He estimates the cost at about \$500 per unit, so we need to build three more. Everyone liked the prototype and directed the Project Team to move forward and complete the project. Big thanks to Tom and Marg Crichton for building the new receptacle!

#### **OLD BUSINESS:**

- Review policy proposal to require Board approval for any capital project over \$10,000:
  - Gerry Meiler read the proposed policy statement to the Board. A motion was made by George DaSilva and seconded by Bob Waddell to approve the policy as written. After discussion, the vote was passed unanimously. Refer to the attached policy statement.
- Review policy proposal to limit Board of Directors to one elected office:
  - Gerry Meiler read the proposed policy statement to the Board. A motion was made by Bud Tishkowski and seconded by Bob Waddell to approve the policy as written. After discussion, the vote was passed unanimously. Refer to the attached policy statement.
- Projects Update:
  - Security Upgrades: Ed Olson presented a bid by an IT resource to install a surveillance system with several cameras around the property feeding into a recording device. The cameras would not be monitored real-time but used as a deterrent and capture video for post-theft investigation. A discussion occurred about the need for surveillance and potential liability from insurance or loss of privacy. Lynne Kivimaki, A432, asked for feedback from other Sunstate properties. Ed Olson responded that half of their properties have surveillance systems, others do not want to spend the money. Gerry Meiler will contact PCS regarding insurance liability. Ed Olson will get a revised bid with 2 more cameras and electrical wiring.
  - Building direction signage: Dave Laven showed a mock-up of a full-sized graphic sign of the gulf side buildings. A discussion occurred about the readability of this

sign versus stenciled letters and arrows. The communication committee is going to get cost estimates to produce eight prototype signs for review next meeting.

- Engineering Inspection: Ed Olson said that he has not received information from his engineering associate at this time. The board discussed and decided to remove this topic from future agendas until the state of Florida has issued further direction.
- Sunstate Performance Review:
  - Gerry Meiler reviewed the results of the review survey with the board and headed a discussion on areas for improvement. Tom Crichton suggested that Sunstate and Tamarind could improve productivity by automating several of the common forms used to track reservations, visitor passes, etc., and would pursue the topic. Ed Olson acknowledged the areas for improvement and explained how Sunstate is realigning his responsibilities to spend more time at Tamarind.

#### **NEW BUSINESS:**

- Review and recommend final 2022 Budget proposal:
  - Gerry Meiler presented the budget line by line with changes made during the prior budget workshop. Tom Crichton made a motion to send out the proposed budget as written to the association members prior to voting on it the next meeting. The motion was seconded by Bud Tishkowski.
  - Discussion: Sally Hetzel, D126 asked for a clarification on what the janitorial service is responsible to clean. Gerry Meiler explained the parameters and said we are going to re-negotiate their contract to include more services. Kit Koehler, A112, asked for an explanation of the differences between operating and reserves budgets. Gerry Meiler answered his question. The vote was passed unanimously.
- Motion to approve purchase of 2 additional washers and 1 dryer: Gerry Meiler said that purchasing these additional units in 2021 allows for all washers and dryers on the property to be in working condition prior to arriving winter owners. A motion to purchase them was made by Bud Tishkowski and seconded by Bob Waddell. The vote was passed unanimously.
- Move to title-specific email addresses: Gerry Meiler said some board members were receiving email phishing, and we are going to implement new email addresses for conducting board business. More information on implementation will be presented at the next meeting.

## **ASSOCIATION MEMBER FORUM:**

- Gary Bettcher A315: His unit has a common AC drain line tied with other units that needs to be cleaned, and the downspout outside his building is crushed and needs replacement. Ed Olson said he would address these issues.
- Kit Koehler, A112: Are we completing the necessary inspections and documentation for windstorm compliance as the roofing is being installed to reduce insurance premiums? Tom Crichton confirmed that an inspector is out almost daily to take appropriate pictures and complete the required paperwork.
- Sally Hetzel, D126: The roofing contractors need to pick up the trash and debris in the landscape areas around the buildings where they have been working. Ed Olson said he would have them clean it up.
- Jeff Conners, A235: We need improved custodial work on the gulf side buildings, especially in the elevators, stairwells, and laundry rooms. He also needs a railing replaced from the walkway resurfacing project. Ed Olson said he will take care of it.

ADJOURNMENT: Motion to adjourn was made by Bob Waddell, and seconded by George DaSilva. The motion was passed unanimously. The meeting was adjourned at 11:17 a.m.

I approve and submit these meeting minutes,

A handwritten signature in cursive script that reads "Dave Laven". The signature is written in black ink on a light-colored background.

Dave Laven, Secretary



# Tamarind Gulf and Bay Condominium Association

## Capital Projects Approval Policy Statement:

Florida Statute Chapter 718.112(2)(f)2 states:

2.a. In addition to annual operating expenses, the budget must include reserve accounts for capital expenditures and deferred maintenance. These accounts must include, but are not limited to, roof replacement, building painting, and pavement resurfacing, regardless of the amount of deferred maintenance expense or replacement cost, and any other item that has a deferred maintenance expense or replacement cost that exceeds \$10,000.

In compliance with this statute, the policy of the Board of Directors will be that any capital expenditure in excess of \$10,000 will be included in the pooled reserve fund and must be approved by majority vote of the Board of Directors prior to contract approval.



# Tamarind Gulf and Bay Condominium Association

Tamarind Elected Office Policy Statement:

Tamarind Gulf & Bay Bylaws Article V Paragraph 5.1 states:

## ARTICLE V - OFFICERS

5.1 Executive Officers. The executive officers of the Association shall be a President who shall be a Director, a Vice President who shall be a director, a Treasurer, a Secretary, and an Assistant Secretary, all of whom shall be elected annually by the Board of Directors and who may be preemptorily removed by vote of the Directors at any meeting. Any person may hold two or more offices, except no one person may be both the President and Secretary. The Board of Directors from time to time shall elect such other officers and designate their powers and duties as the Board shall find to be required to manage the affairs of the Association.

In addition to the provisions provided in the Bylaws, the policy of the Board of Directors will be that no person shall hold more than one office and that all efforts will be made to ensure that no one person holds the office of both President and Treasurer.