

CLEARWATER KEY, BAYSIDE GARDENS NORTH III & IV

CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

1. Call to Order

The meeting of the Board of Directors was called to order by Ralph Lambert at 10:44am, October 27, 2020 via Zoom Video conference.

2. Establish a Quorum

A quorum was preset with the following Board members present at the meeting via Zoom video conference: Mr. Mike Porter, Mr. Ralph Lambert, Mr. Jeffery Stark, Mr. Bob Leiningner and Mr. Ron Schramm

3. Proof of Notice

The meeting notice was posted on the condominium premises 48 hours in advance of the meeting by the order of the Board of Directors and in compliance with the Florida Statute.

4. Disposition of Board Meeting Minutes

Motion was made by Ralph Lambert to accept the minutes for September 22nd & October 6th, 2020 meetings as submitted. Motion was seconded by Jeffery Stark. Motion was unanimously approved.

5. Officer Reports

Treasurer's Report

Operating cash as of September 30,2020 is approximately \$84,000 and barring unforeseen circumstance should be adequate to meet 2020 forecasted expenses. Reserve cash as of September 30,2020 is approximately \$192,000. Ron has asked our Property Manager to review the 2021 expenditure for cable for what appears to be over billing. Ron also asked Patty Stark who negotiated the contract with Spectrum to review my computations. She also agrees there might be an over billing. Our Property Manager had been trying to get the Spectrum account executive to speak to, but they have not been returning her calls. She will continue to try to contact the Account Executive who negotiated the contract with us. All maintenance has been paid through October except for one owner. The owner's unit is pending a sale previously approved by the Board of Directors. The unit is set to close on November 2nd. Our Property Manager will contact the owner and realtor. Ron inspected all the carpports in Bayside IV and they all looked structurally sound no dents, etc. Perhaps a few needing some paint. Ralph Lambert reviewed with Pyramid yesterday and gave a more qualified report. If they could be deferred it is a potential savings of \$32,000 in reserve funds.

6. Old Business

- Bouchard Insurance Account Executive presented the insurance Carrier/Company selection process and the environmental factors impacting the 20% Increase in our Premiums for budget year 2021. We can expect to see an increase for next year as well but TBD as we approach budget year 2022. As a result of the 20% increase this budget year the Maintenance Fees for year 2021 will be as follows:
 - i. One Bedroom: \$402
 - ii. Two Bedroom \$603
 - iii. Three Bedroom \$804

7. New Business

- a. **Sales Process feedback from our Attorney:** The Board of Directors can schedule a buyer interview anytime during the sales process. This would include the time from when we receive the sales documents and the sale closing date using the approved interview questions.
- b. **List of Emergency Contacts and Next steps:** After review of the list provided by our property manager, we only have 25 emergency contacts documented. As a result, the following motion was made: Motion was made by Ralph Lambert that a second notice be sent to Owners who have not responded and to provide their contact name and number via email or Letter for those owners who do not use email. Motion was seconded by Jeffery Stark and the motion was unanimously approved.
- c. **Advertising Policy: No action taken on this topic.**
- d. **Update on 2020 Maintenance Work and Reserve Projects:** After review of the maintenance list and reserve projects the following motions were made:
 - *Motion was made by Bob Leininger to start the 2021 Reserve Study in January and to proceed with the Reserve Projects of Roof replacement, Landscaping, and Meter Box replacement until the 2021 Reserve Study is Complete. Motion was seconded by Ralph Lambert and the motion was unanimously approved.
 - *Motion was made by Mike Porter to approve the revised Reserve Schedule along with the 2021 budget approved in the October 6, 2020 Board of Directors Budget Review Meeting. Motion was seconded by Jeffery Stark and the motion was unanimously approved.
- e. **Lease Ratification:** Motion was made by Ralph Lambert to approve the Lease for BS4, Unit 207. Motion was seconded by Bob Leininger and the motion was unanimously approved.

8. 2021 Board of Directors Meeting Schedule via Zoom Video Conference (until further notice)

- January 19, 2021
- March 2, 2021 for Members and Board of Directors meetings
- June 8, 2021
- August 31, 2021
- October 5, 2021 for Budget review
- October 26, 2021

9. Owners Comments: No owners Comments

10. **Adjournment:** Motion was made by Mike Porter to adjourn the meet at 12:08 pm. Motion was seconded by Jeffery Stark and the motion was unanimously approved.

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