



Approved BOD Meeting Minutes

Date: Tuesday, June 22, 2021
2:00 PM Central Time
Aquavista Owners Clubhouse
17155 Front Beach Road PCB, FL 32413

Calling of Roll- Johnny Parker called the meeting to order at 2:00 PM. Quorum was established with four board members present: Johnny Parker was present in person; Richard Dowdy, Stephen Nesman and Thomas Hildebrandt were present by phone.

Owners Present: Owners present in person included: Lou and Gene Christian, Cindy Parker, John Boone, Micky Crawford, and Evelyn Shriver. There were several owners in attendance by phone.

Others Present: Carol Scicchitano of Virtuous Management Group was present in person.

Proof of Notice of Meeting- Carol Scicchitano, CAM attested that notice had been posted in accordance with the bylaws and statutes.

Reading and Disposition of Previous Minutes: Richard Dowdy moved to approved, the minutes from 05/13/21 as written. Motion was seconded by Thomas Hildebrandt. Motion passed unanimously.

Update on Hurricane Michael Claim: Johnny Parker provided an update on the insurance claim indicating that all necessary paperwork had been provided to the attorney and insurance company. Stone Claims is waiting on them to get back with us. The next step will be the adjuster coming back out to justify the claimed amount.

Updates and Improvements on the Property (Management Report): Carol Scicchitano of Virtuous Management Group presented the monthly management report with a summary on the status of financials, administration, projects, inspections, and property maintenance. Johnny Parker advised of the construction work occurring at the intersection of Highway 79 and Front Beach Road. He commented on the windy conditions and rains that had recently occurred and asked owners to advise management of any signs of water intrusion. He added that we will continue monitoring garbage volumes for possible increase in pickups per week.

Update on East wall Engineering and Steps for Repair (Coastline Engineering): Johnny Parker advised attendees that he had spoken to Bob Garrett of Coastline Engineering and that we are still awaiting the drawings to provide to contractors for proposals to be submitted. Richard Dowdy asked if specifications were to be provided by Coastline. It was recommended that a scope be drafted for the work.

Update on Roof and Mansard Repairs (Claremont Construction): Johnny Parker indicated that the roof work had been completed previously and asked any owners who have leaking into their units from the roof should report them to us.

2020 Audit and Year End Financial Statements (Lou Christian): Lou Christian reported that the auditor had collected all the documents needed to finish the audit and has provided us with a year ending balance sheet and financial statement. However, to balance the financials, adjustments would be required as the auditor has found that the association was \$78,000 over budget for 2020. She added that the 2021 budget had included a prior year loss of \$48,500 and that the difference will need to be made up. Also noted was incorrect application of some owner's assessment payments. It was requested that any owner questioning or disputing their prepaid or delinquent account balances should contact Virtuous Management. Attendees were also informed that there is an outstanding balance of \$22,000 due to reserves from operating and that interest had not been applied to delinquent accounts for the periods

of 10/31/20 to 04/30/21. Lastly, it was stated that there are 31 adjusting journal entries being made to balance the association's 2020 year-end financials and that Thomas Hildebrandt had authorized the adjustments to be made. Other discussion included notice of brief loss of parking permit income due to issue with Strype credit card system (used on website for parking permit payments), the issue was reported and corrected.

Ratify Final Payment to Meticulous Construction Services: Johnny Parker reported that when work was completed by Meticulous, they had requested payment and association attorney was contacted to verify documents required and balance due them (which did not include balance due Stover). Board members had previously consented to payment but must ratify. Richard Dowdy moved to ratify the payment of \$15,248.02 made to Meticulous. Stephen Nesman seconded. Motion passed unanimously.

Approval of Fire System Repairs Needed: Management presented a proposal for fire system repairs noted by B&C Fire Safety per the last fire system inspection report, adding that the repairs are necessary and required per fire code. Richard Dowdy moved to accept the proposal from B&C Fire Safety in the amount of \$2342.71 plus tax for fire system repairs. Motion was seconded by Thomas Hildebrandt. Motion passed unanimously.

Consideration for Security Services: Johnny Parker advised attendees that several companies were contacted regarding security services but only one responded and submitted proposal. He expressed the need for onsite security on weekends during the summer months. Management reported that Lone Wolf had come to the site and submitted proposal. The annual budgeted amount for 2021 security is \$4300. It was recommended that we would remain within budget if security services were approved for Fridays & Saturdays (6 hours/day) and Sundays (4 hours/day), from June 25th – Labor Day. Stephen Nesman moved to approve the Lone Wolf security proposal at a cost not to exceed \$4300 through September 6th. Richard Dowdy seconded the motion. Motion passed unanimously.

Consideration for Disaster Preparedness Agreement: Management indicated that a representative from Servpro visited the property and spoke to she and the board president about their service offerings. Proposals were requested and received from Servpro of Bay County and DKI Services. Johnny Parker provided insight on prior experience he had with Servpro and asked for board member input. Board discussion ensued with consensus of members preferring Servpro over DKI. It was recommended that counsel review the agreement before approval. Richard Dowdy moved to send the agreement to Attorney Kauffman for review and response. Motion was seconded by Thomas Hildebrandt. Motion passed unanimously.

Consideration for Board of Director Appointment: Johnny Parker asked board members to provide input regarding whether they wish to address appointment of a fifth board member. Board discussion ensued and it was decided to put the matter to vote. Richard Dowdy moved to leave the Board of Directors as it until the next board election in October. Motion was seconded by Stephen Nesman. Motion passed unanimously.

Discussion Regarding Maintenance & Repair of Front Doors: Johnny Parker advised the board that the association had been asked by an owner who was responsible for maintaining and repairing the front doors of owner units. Discussion ensued and it was stated that in 2016 the documents were previously deemed too ambiguous and did not give a clear indication of responsibility. Management added that an association responsibility chart had been used by her previously that proved helpful to owners and boards. She suggested that one might be created for Aquavista outlining who is responsible for what and that she would send to the board for review and comment. Board members agreed by consensus to move forward with the attorney providing a determination on the responsibility of the doors.

Discussion Regarding Association Operations and Maintenance Concerns: Johnny Parker recommended use of a credit card by the board president and association manager for purchase of items where no charge account exists. He recommended a \$500 limit for management purchases and up to \$1000 for board president purchases. Board members discussed and it was agreed by consensus to allow for a credit card to be issued for the association. Management also requested that the board consider charging owners for costs related to maintenance time spent addressing unit leaks that are not association related responsibilities. It was suggested that this matter could be added to next meeting agenda for further discussion. Owners were allowed opportunity to comment on various items.

Adjournment- Richard Dowdy made a motion to adjourn the meeting. Stephen Nesman seconded the motion and motion passed unanimously. Meeting adjourned at 04:03 pm Central Time.

Submitted By,

Carol Scicchitano, CAM