

## HARBOUR VILLAGE PROPERTY OWNERS ASSOCIATION, Inc.

### Minutes of Board Meeting. April 17<sup>th</sup> 2018

The meeting was called to order at 9:00am

**Board Members Present:** Marty Fernsten, Mike Lachman, John Dowding, Alan Hollandersky and Gary VanWambeke were present either in person or via teleconference thus establishing a quorum. Also present was Peter Grant, representing the Association's Management Company.

**Notice of Meeting:** A Meeting notice with agenda was posted in the required manner in accordance with the Association Bylaws and Florida Statute.

**Approval of Agenda:** Gary VanWambeke made a motion to approve the agenda. Second by Marty Fernsten. All in favor. Agenda approved.

**Approval of Minutes:** Gary VanWambeke made a motion to approve the minutes of the February meeting. There had been one omission regarding the gate project. Management instructed to correct minutes for next meeting. Second by John Dowding. All in favor. Minutes approved. Minutes of special meeting prior to AGM to be made available at next meeting.

**Financial Report:** Management presented draft financial statements as of 3/31/18 showing that the Association has \$386,923.78 in cash or cash equivalents and \$404,493.85 in net assets The March budget variance reports were discussed and various questions answered about the aging report.

#### Old Business: Updates

- **Entry Gates:** Marty Fernsten made a motion to approve the change from 36 months to 24 months in the agreement with Mr. Martell and that Management obtain attorney's recommendations on the document prior to final settlement. Second by Alan Hollandersky. All in favor. The motion was approved.
- **Termites:** Tenting of buildings 1 & 2 will begin on May 29<sup>th</sup>. Instructional material and special plastic bags have been provided.
- **Plumbing:** Horizontal copper piping under buildings #1 and #3 to be completed after termite tenting is done.
- **Special Assessment:** John Dowding made a motion to approve Total Control's bid of \$12,875 per building for termite tenting and Southwest Plumbing's bid of \$9,844.00 per building for pipe replacement and an additional expenditure from the operating budget to isolate all outside spigots from any individual unit water shutoffs. Second by Marty Fernsten. All in favor. The motion passed.

Marty Fernsten made a motion that the required notice for a special assessment meeting on 5/15/18 be posted. The Special Assessment is necessary to provide funding for the termite and plumbing projects. Cost would be \$631 per unit. Second by Gary VanWambeke. All in favor. Motion approved.

#### Committee Reports:

**Maintenance** – A brief report was provided by the committee. Future reports will be forwarded to Directors prior to meetings to save time. The list was prioritized into 2018 projects and those for 2019.

**Exercise Room** – Management was instructed to obtaining pricing for adding additional light switch near exterior door.

#### New Business:

- **Windows / Doors:** Gary provided an overview of quotes and information received and noted that additional bids were still coming in. During extensive discussions Mike Lachman made a motion to create a window committee to further study all the implications and costs associated with window replacement. He suggested the committee be comprised of himself, Gary and Peter Grant. Second by Gary VanWambeke. All in favor. Motion approved. First meeting 4/24/18 9:00AM.
- Alan Hollandersky asked about CPA reports and Management advised that Reviewed financial reports were being prepared by the CPA. This is different to the usual Compiled reports due to the current size of our annual budget.
- Alan Hollandersky asked about delinquent dues and collection policies. After discussions no changes were made.
- Alan Hollandersky suggested a new and updated contract with Management was necessary as the current one was last signed in 2006. It was pointed out that this current contract contains an automatic annual renewal if not terminated by either party by a written 30 day notice prior to renewal date. It was agreed that no changes need to be made.
- Management was instructed to prepare a draft letter to owner and circulate to the board regarding the need for residents to be thoughtful as to the impact on neighbors when they smoke on their lanais.

**Next Meeting** is the **AGM on March 20<sup>th</sup> at 10:00AM**. **Next Board Meeting** is April 17<sup>th</sup> at 9:00 AM. There being no further business before the Board, Gary VanWambeke made a motion to adjourn. Second by Alan Hollandersky. All in favor. The meeting was adjourned.