

Embassy Park Condominium, Inc.
BOARD OF DIRECTORS MEETING
PLACE: Conference call in number: (712) 770-4035 Code: 157739
Unit 202
May 29, 2018
OFFICIAL MINUTES

Future PLANNED Meeting dates set for the entire year: *

6/05/2018

6/12/2018

6/19/2018?? Budget meeting

7/10/2018

8/14/2018

9/11/2018

10/9/2018

11/13/2018

12/11/2018 (Elections and annual meeting)

**Could be extra meetings added on – these are the minimum meetings we shall have.*

Call to Order 7:01 PM

Proof of Notice and Roll Call Provided

Present: Eddie Walker (President) – (phone) Darlene Crawford (VP), Nestor Denari (Secretary) – (Phone) Chey Griffith – (Phone); June Howard, Dian Vuyavich, Phil Yorston (phone) **ABSENT:** Orfelia Mayor, Treasurer

Establish Quorum -7 of 9 Board members present – **QUORUM is present**

Review of Minutes of 5/15/2018 June Howard noted area of correction - Diane V. motion and Eddie W. 2nd that we accept the minutes w correction noted. PASSED

Treasurer Report – Orfelia Mayor not present. More report at 6/5/2018 meeting
April financials – emailed to all board members already – June Howard noted we are not catching up on delinquent owners and need an updated list of progress. Darlene Crawford noted that some of the delinquent owners have renters present and that per FL law we could collect from the renters until the account is clear. Will Direct Sea Breeze to do this.

Bank status – June notes she wants to see UTD bank balances at the next meeting. Will request from Sea Breeze

Financial Review –sent via e-mail; letters went out to all owners that it is available upon request

Financial Audit – pending/being worked on still by Hafer and Company.

Committees

Welcoming Committee -Screening/lease/sales report

Packet to be given to new move in/ also to move outs is ready.

Policy and Procedure draft re: process for lease or purchase reviews – draft to go over – hope for the 6/5 meeting

Unit 902 application sent 5/29/2018 and want to move in 6/1/2018 – Dian will see what we can do to help but 6/1 will not be possible.

PARKING:

Towing company contract signed
Notes and then Stickers to be placed as warning for violators
Officers are authorized to call to tow vehicles

Landscape

Tree trimming – vote on bids these were e-mailed to board members
Approve up to 10K for any thing that occurs above the approved/current estimate – this is a contingency for items that may be found as the job goes on. Phil Yorston moved Darlene 2nd motion to use Duffy's. PASSED
Will Direct Laura to get them scheduled ASAP. Officer will direct to go ahead if more trees than on original list need to be trimmed.

Tree/plant notice to owners regarding planting items outside of patio
Notice regarding items inside the patio (general and individual notices) See patio report

Need hurricane contract for debris removal to be set up prior to season this year – instruct Laura to obtain this/ get bids

PATIO:

Thank you to 205 and 507 for responding to notices and fixing issues.
Notices regarding violations for patio vegetation and other issues to be sent to:

- 101
- 104
- 302
- 408
- 411
- 412
- 702
- 708
- 801
- 805
- 808
- 908

If these are 2nd notices it might go through the lawyer and Association will then take care of problem and bill owners.

President reports that per our attorney it is acceptable for us to present Indemnification letter to owner. IF they take responsibility for a large tree or something else inside the patio then they can keep the tree. IF they do NOT sign the letter then they must 1) remove the tree/other item or 2) We will take care of the matter with own vendor and the owner will be billed for the legal fees and services.

Maintenance -

- 1) Roof maintenance - need to sign contract prior to hurricane coming so that we have a retainer of someone to help if damages – Need to firm up with Laura the quotes that we

got. Specifically the parts that involve A/C flashing need to pull out of our costs. Need to alert individual unit owners of problem with date to fix the noted deficiency. IF owner does not comply then association could pay and bill the owner. Plan to vote on this 6/12/2018.

- 2) Complaints of leaks: P&P process for dealing with complaints/notices – DRAFT need to be presented at a future meeting
- 3) Broken gate on 705 has been fixed but the boards are now different colors and should be painted to match other fences – Board agreed Darlene will purchase can of paint same color and do a touch up.
- 4) 608 not fixed because owner declines to remove bougainvillea inside the patio for company to work on fence. President will get indemnification letter draft from lawyer and present to owners for signature. They will be responsible for any damage the unfixed fence does. If they refuse to sign we must go into patio and remove the bougainvillea and bill them for this and then repair the fence.
- 5) Gate signs 7/2018 voted for some signs to be removed – CMC never did this after reminding and requesting. Instruct Laura to get this done
- 6) Need new sign on the front gate from Sea Breeze – ask Laura to do this
- 7) Sidewalks – pressure wash and grind down/leveling table until next meeting Seal Coat peeling up - direct Sea Breeze follow up – CMC not taking responsibility and company now appears out of business. CMC dropped the ball and we are not likely to get any restitution on this
- 8) Exhaust Vent cover that services all 4 units in each building –proposals – put in special assessments because these are failing on several buildings – preventive maintenance.
- 9) Masonry inspection – work w Laura – Special Assessments
- 10) Water pipe leak inspection – inside and outside – Special Assessments
- 11) Exterior lighting replacements – Sea Breeze to get a quote – table for now – likely in with special assessments
- 12) Fence between here and Vista Del Largo – CMC now claims that Embassy owns half the fence and should pay for ½ the repairs – Eddie will attempt to contact the VDL President as CMC seems to be inflaming situation.
- 13) The VDL dead tree that is top heavy towards our side is a danger to our building, fence, sidewalk and vehicles. We need to follow up and find the date they plan to take the tree down.
- 14) 307 soffit coming down – needs to be attended to – Status? Need to get Mgt to get this done
- 15) Exit gate broken – Darlene and Ana turned it off and it is locked to open position. Call to Gate repair company – Darlene sent note to Michele (covering for Laura)

Pool – New umbrellas at the 2 tables; New pool pump there; still need to trim tree that hangs over dumpster and over the pool deck causing leaves to go into pool and clog filter
Dian going to be putting up new lettering at the pool

Eddie motioned that we reimburse Daian Vujovich \$128.38 to reimburse for the umbrellas.
June 2nd PASSED unanimous

Newsletter/Communications Need a newsletter to go out regarding hurricane preps for individuals owners; patio and foliage issues. Planting/landscape outside the fence issues. Dumpster use issues. Occupant requirements. Dian and Darlene worked on draft – will send to group

Security - They update on camera – she will train w company to get on to view and then train some other designated board members

Legal – Eddie – report sent to board members via e-mail already. attached

ARC: Need to alert owners that they must submit permits when getting shutters put up Consider use of same rules used by Gardens Court property for those replacing windows or putting up shutters – have owner sign the form that releases liability of the association for the work they are doing.

Consider replacement of sliders on the bottom floor with French doors or other permitted and storm rated doors – these are not seen since there is a patio fence.

Will draw up something w attorney and vote in future meeting.

Old Business

- Covered under committee’s reports: Tree trimming, roof maintenance, patio violations
- Reminder related to communication between Board and Sea Breeze staff to keep them from being confused by multiple directives from multiple people.
- Need to set up community meeting to Re-confirm the “RULES” of the community that was voted on 1/2016. Will plan to review and discuss rules individually at each upcoming meeting and reaffirm each/change if needed. Will table for now and pick up after the budget meeting.

NEW Business

Review this year’s hurricane plan – Need to comment at one of the June meetings and agree to the plan. Draft attached.

Need to vote to approve roof repairs to 101: motion to approve Therma seal quote and have both areas repaired as noted for the sum of \$478 plus \$158. Must request more detailed map of exactly where on the building these issues are noted. The pictures of the area is shown but not in context of where on the building 101. Darlene 1st June 2nd PASSED

Direct Sea Breeze to send roofer/appropriate worker for inspections of 307 soffit failure and 301 leak over the 1st floor living room sliders

Proposed budget sent out to review. Must set up a date for the budget meeting if we are going to re-do the budget. The Board needs to review the proposals and come up with comments.

June 5th

June 12th

June 19th Budget workshop meeting??? Need to come up with ideas on how to fix this.

Owner Comments

June wants the financials more UTD. Will supply her the information she is requesting.

Adjourn

Darlene move to adjourn Eddie 2nd. Ended 8:06 P