

Embassy Park Condominium, Inc.
BOARD OF DIRECTORS MEETING
PLACE: Conference call in number: (712) 770-4035 Code: 157739
Unit 202
June 5, 2018
OFFICIAL MINUTES

Future PLANNED Meeting dates set for the entire year: *

6/12/2018
6/19/2018
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 7:02 PM called to order

Proof of Notice and Roll Call Notice was posted 6/2 P.M. on community bulletin boards

Establish Quorum: Eddie Walker – presiding; June Howard, Dian Vujovich, Darlene Crawford, Phil Yorston (dropped call after meeting started) Nestor Denari

Review of Minutes of 5/29/2018

Motion to accept minutes as written: 1st June Howard, 2nd Nestor Denari PASSED

Treasurer Report – Orfelía Mayor (Absent) President provided the report

Bank status as of 6/3/2018 Wells Fargo checking has: \$43,669.12 and the WF Reserve has: \$352,031.34 Chase: _____ (Special Assessment Account)

Status of new bank account

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

The line of credit needs to be paid off – when we get money need to pay.

Committees

Welcoming Committee -Screening/lease/sales report - 902 renters screened and approved

Packet to be given to new move in/ also to move outs

Policy and Procedure draft re: process for lease or purchase reviews – draft Dian and Darlene still working on for presentation in the future

PARKING:

Towing company contract signed

Notes and Stickers to be placed as warning for violators

Individual owners known to have more than 2 vehicles may be sent letters of warning

Landscape

Tree trimming – Awaiting notice of date Duffy's tree trimming will start. Please make list of any SPECIFIC trees you want to make sure are attended to. Will send notice to owners via e-mail when we know the start date and ask that they alert us if there are specific trees they want to be sure are trimmed.

Tree/plant notice to owners regarding planting items outside of patio – still need to do this

Notice regarding items inside the patio (general in the newsletter and individual notices to those with violations that endanger the fence or the building, etc.) See patio report

Need hurricane contract for debris removal to be set up prior to season this year – awaiting Laura to obtain bids – might vote on next meeting

PATIO: (and other violations)

Laura to send out the following:

Notices regarding violations for patio vegetation and other issues to be sent to:

101

104

302

408 – tarp tied to railings

411

412

702

705 They have camera screwed into the roofing soffit – they must place it elsewhere not on fence or buildings. The soffit will need to be replaced and unit to be billed for it.

708 – tarp tied to railing

801 – can sign indemnification letter – give them chance to sign the waiver regarding fence responsibility. If they will not sign the waiver then they must remove the bush or association will do it.

805 – they took down the tarps already

808

908 – this is a 2nd notice – need to take action/legal notice with charges for lawyer fees

904 will sign a waiver regarding the patio trees

President report to put together the Indemnification letter (s) with attorney and then we will have available for people to sign.

Maintenance -

1) Roof maintenance - need to sign contract prior to hurricane coming so that we have a retainer of someone to help if damages. Will await final packages to vote on and vote at the 6/12 meeting.

Will ask for them to separate the A/C issues from other things.

2) Complaints of leaks: P&P process for dealing with complaints/notices – DRAFT still needs to be worked on.

3) ~~Broken gate on 705 has been fixed but the boards are now different colors and should be painted to match other fences – Darlene will purchase paint and paint the areas (in spare time)~~ 705 fence was not fixed satisfactorily. After the hurricane damage it was stabilized so it won't fall, but it is not functional. Given the fact that this fence was damaged in Hurricane Irma we need to replace the fence and be done.

1st Eddie move to use reserves and repair the fence – have the bids already for up to \$2,500 to remove and replace. 2nd Dian V. PASSED

4) 608 not fixed because owner declines to remove bougainvillea inside the patio for company to work on fence. Eddie to prepare indemnification letter for these owners to sign. If they do not sign the waiver we will need to remove the bushes and then will proceed w fence replacement.

5) Gate signs 7/2018 voted for some signs to be removed – CMC never did this after reminding and requesting. Instructed Laura to get this done. Report 6/12.

6) Need new sign on the front gate from Sea Breeze with the number posted. Report 6/12.

7) Sidewalks – pressure wash – bids? and grind down/leveling – we have bids for this to vote on – no money in account right now. Re-visit next meeting.

8) Seal Coat peeling up - Sea Breeze did follow up – CMC not taking responsibility and did not follow through as they said they would on multiple occasions. Tony Stevens company that did the work now appears out of business. No recourse – we are stuck with the peeled-up areas where seal coating wore away within months of being placed.

9) Exhaust Vent cover that services all 4 units in each building –proposals need to be reviewed and voted upon. This could be paid for out of reserves since it is a capitol expense for the integrity of our roofs. Need to revisit because there is evidence these re wearing out and will cause leaks in all the units.

10) Masonry inspection – Need bids. Needs to be done.

- 11) Water pipe leak inspection – inside and outside – need bids. What fund/account would this come from? Eddie spoke to American leak detection. Want a per unit quote. Will continue to look at this as it would ultimately save us money in long run since water bills are so high.
- 12) Exterior lighting replacements – Sea Breeze to get a quote- table for now
- 13) Fence between here and Vista Del Largo – CMC now claims that Embassy owns half the fence and should pay for repairs. Sea Breeze to bid for surveyor. Ongoing
- 14) 307 soffit coming down – needs to be attended to – 1st Eddie, June 2nd PASSED (\$488)
- 14 a) Also soffit 506 has a soffit falling down. Will send someone look.
- 15) Exit gate broken – Darlene and Ana turned it off and it is locked to open position. Gate repair company repaired this 6/4/2018
- 16) Unit 301 has leak of the living room sliders that has come through the dry wall – appears to be coming through the wall. Will send Thermaseal to look at this.
- 17) 807 complained that there is a leak in the roof – needs more info from owner regarding the leak as reported as being over the shower. Possible it is A/C leak. Request they send us statement from A/C company showing A/C is not clogged.
- 18) 507 complained there is a leak in the roof –roofer to be sent to review and carefully document what they find.
- 19) 807 - Complaints that sidewalks are dirty and may be slippery – this area checked – a few small spots that may have to do with areas where plants drip onto the pavement. Tilex sprayed over the area in question and seems to have made the area cleaner in just one day.
- 20) 906 has a sagging gate needs to be fixed. Ask Laura to send repair man to fix the gate that is not closable

Pool –Still need to trim tree that hangs over dumpster and over the pool deck causing leaves to go into pool and clog filter. Dian has ideas to get the pool signage fixed and what needs to be on the sign. Wants to put in newsletter and on sign that no street clothes or shoes allowed in the pool.

Newsletter/Communications Review the DRAFT and make comments by the weekend. Want final ready to go by 6/12 so that they can be sent out with the invoices.

Website: Would like to have Sea Breeze website be the go to site for the community. Would like to post all minutes and meeting notices there. Instruct Laura/Sea Breeze to do this. What to do with the old sites??

Gate: needs to be repaired. Darlene needs to teach some other board members how to shut gate off in open position (until repair team can be called) if ever broken again. Nestor and Eddie to program the visitor gate. Would like a “vendor code” to use for board. This can be changed easily and often if needed. Nestor and Eddie currently responsible to program the names into the visitor gate.

Legal – Eddie – most recent delinquents list shared with the board. Eddie to speak to them regarding the waiver letter.

ARC: No new reports

Security: Chey to review camera uses with the company and be train the trainer person

Old Business

- Covered under committee’s reports: Ex: Tree trimming, roof maintenance, patio violations, signage
- 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. TABLE
- Review this year’s hurricane plan – sent to you via e-mail already 5/15/2018 - need to review and post. Some will be reviewed in the newsletter going out.

NEW Business

- 1) Special Assessment for the Hurricane overage of 2017 – how much and how to proceed? Wait for the audit to come out. Plan is to asses for the revenue shortfall from 2017 and including everything related to the hurricane
 - Would need to write up specific list of what this assessment would cover
 - Plan to cancel the prior special assessment and refund the money as a credit to the owners that paid into it. Need to review how to do with the accountant
 - Statutory guidelines will be followed regarding notice and information needs.
- 2) Use of funds from the current special assessment: 1st Darlene and 2nd Dian PASSED take the 7,264 from special assessment account and put into the operating account as was originally budgeted in the special assessment of 2016-2018.

Owner Comments

None

Adjourn

8:02 PM meeting adjourned.