

Embassy Park Condominium Association, Inc.
BOARD OF DIRECTORS MEETING
PLACE: Conference call in number: 515-739-1030 Meeting ID: 728-873-331
Unit 202
January 8, 2019

OFFICIAL MINUTES

The meeting was called to order at 7:02 pm by Ed Walker, President.

Directors Present: Ed Walker, Dian Vujovich, Darlene Crawford, June Howard, Orfelía Mayor, Jose Herrera, Phil Yorston, Chey Griffith and Jeff Ford

Directors Absent: None

Management Present: Laura Carlisle, LCAM, Summer Jasser and Krystle Medina Sea Breeze CMS.

Poof of notice of meeting was confirmed by Ed Walker.

Ed Walker Suggested that Chey Griffith be appointed back on the Board of Directors to have a full Board of 9 members.

MOTION: Darlene Crawford made a motion seconded by June Howard to appoint Chey Griffith as a Director to the Board. The motion carried 8-0.

The Board reviewed the minutes from the November 13th Board of Directors Meeting, December 4th Board of Directors Meeting, December 11th Budget Meeting and the December 11th Organizational Meeting.

MOTION: Jeff Ford made a motion seconded by Ed Walker to approved the minutes from the November 13th Board of Directors Meeting, December 4th Board of Directors Meeting, December 11th Budget Meeting and the December 11th Organizational Meeting. The motion carried 9-0.

The Association's insurance policy is expiring and a proposal has been submitted by the agent. Jose Herrera reviewed the policy and agreed with the agent's recommendations.

MOTION: Jeff Ford made a motion seconded by Jose Herrera to approve and sign the insurance renewal. Motion carried 9-0.

The Board discussed the Security Cameras and appointed Ana Schwerer to be the point person for the cameras.

The Board discussed the recent sales, leases and orientations that have taken place in the community.

The law firm sent in a request to proceed with the foreclosure of unit for 105 for non-payment of the lien. The cost for the foreclosure is \$750.00.

MOTION: Jeff Ford made a motion seconded by Darlene Crawford to approve proceeding with the foreclosure. The motion carried 9-0.

Summer Jasser discussed the financials. The financials as turned over by prior management had a due to Operating from Reserve that was corrected over the summer. Through further research, Summer Jasser was able to find that the amount was incorrect and \$12,225.30 would need to be transferred from Operating to Reserves to correct the accounts from 2017.

MOTION: Darlene Crawford made a motion seconded by June Howard to transfer \$12,225.30 from Operating to Reserves and to be entered as a Journal Entry as of 12/31/18. The motion carried 9-0.

The Board discussed the tree removal of Schefflera's on the property as cited in the violation from the

city. Jeff Ford provided a proposal from Richard Bennett in the amount of \$6,000 for 42 Schefflera trees to be removed and stump grinding.

MOTION: Phil Yorston made a motion seconded by Dian Vujovich to approve Richard Bennett's contract for \$6,000 to remove 42 Schefflera trees, Jeff Ford to coordinate with the vendor and management, and for Jeff Ford to provide written confirmation from the Code Enforcement Agent that the vendor and work is acceptable. The motion carried 8-1, Darlene Crawford abstaining.

MOTION: Phil Yorston made a motion seconded by Ed Walker to approve up to \$5,000 to cover supplemental work as a result of the tree removal. The motion carried 9-0.

The Board discussed issues with the owner's AC units now being maintained. The Board will be drafting and sending out a notice to membership of an AC Resolution reminding owners of their responsibility to maintain their AC units.

MOTION: Jeff Ford made a motion seconded by Jose Herrera to approve Ed Walker working with Legal Counsel for an AC Resolution to be sent out to membership and passed at the following meeting. The motion carried 9-0.

The Board discussed the payment schedule of the Reserves. The Reserve amount is transferred from Operating to the Reserve account after the 15th of each month by bookkeeping.

The Board discussed creating a Special Assessment to cover the funds from the cancelled Special Assessment. The Board would like to reallocate the money not used on the 2016 Special Assessment to cover the 2017 Deficit, the 2017 Hurricane Spending and the 2018 Deficit.

MOTION: Ed Walker made a motion seconded by June Howard to assess the unit owners about \$734.16 to be voted on by the Board at the February 20th Board Meeting. Ed Walker will draft the notice. The motion carried 9-0.

The Board discussed procedures for projects in the community. Board members should notify the President and Management of any project they are taking the lead on.

The Board discussed the document requests made to the Association. All document Requests must be made to the attention of the management company at the management office.

The Board discussed the perimeter walls. If the outside perimeter walls get water intrusion it is the association's responsibility to repair and replace the drywall.

Jeff Ford stated that he is working to get landscape bids and management company bids to present to the Board of Directors.

There being no further business the meeting was adjourned at 8:52 p.m.