

CAMARON COVE RESORT
BOARD OF DIRECTORS MEETING
THURSDAY, APRIL 19TH, 2018
5:00PM

AGENDA

Approval of Board Meeting Minutes of February 22nd, 2018 & March 8th, 2018
Common Area Renovations Hot Water Pools Shower, Beach Stairs, 2 Spare Air Conditioners, 04 & 05 Balcony Renovations and Painting, Atrium Rails, Palm Trees Trimmed, Electric to the Office From The Generator Room
Room Renovations: Sliding Glass Doors & Windows Replacement, Sofa & Loveseat Cleaning, Spare Beds & Cribs for Rooms.
Resort Property Insurance Renewal
2018 Delinquency, Foreclosures, Foreclosure Sales
2017 Audit and Tax Returns. Monthly Financial Statements
Mission Statement & Camaron Cove Logo
Policy & Procedures Manual for Resort & Staff
Reader Board. Website Update, Information Book Update.
Rick's Agenda Items.
May Workshop
Old & New Business
Any Additional Matters That May Come Before the Board
Date of Next Board of Directors Meeting

ATTENDEES:

Mike Shestok, President
Sandy Farrell, Vice President
Jay Cooper, Secretary/Treasurer
Flo McGee, Director
Rick DeJong, Director
Mark Bodine, VP of VPM
Gloria Weir, Secretary of VPM
Marta Juarez, Homeowner
Jay Hauser, Homeowner

Meeting was called to order at 5:02PM. Mike Shestok requested to allow any homeowners present besides the Board & VPM Management to speak. Mr. Jay Hauser expressed how wonderful Camaron Cove is and the wonderful job everyone does. The Board thanked him for his kind words.

Approval of Board Meeting Minutes of February 22nd, 2018 & March 8th, 2018: For the February 22nd, 2018 minutes Rick had brought to Gloria's attention that a "." was missing under the subject "website cost". Mike wanted it clarified under "hallway railings" that they would have the key west topping. Both changes will be made at which time Mike Shestok made the motion to approve the February 22nd, 2018 minutes, seconded by Sandy Farrell, motion carried.

With regards to the March 8th, 2018 page it was stated that the Board wanted "Private & Confidential" on the bottom of each page since it was a meeting based on succession and payroll. The words will be added at the bottom of each page. Rick also had one word that needed to be changed on page 3.. With those changes Sandy Farrell made the motion to approve the March 8th, 2018 minutes, seconded by Flo McGee, motion carried. Another motion was made pertaining to the March 8th, 2018 minutes and that was **to indicate on the website that a meeting took place on March 8th regarding employee status and compensation which the Board considered proprietary information. A copy on a need to know basis is available at the office.** Sandy Farrell made the motion, Mike Shestok seconded, motion carried.

Common Area Renovations Hot Water Pools Shower, Beach Stairs, 2 Spare Air Conditioners, 04 & 05 Balcony Renovations and Painting, Atrium Rails, Palm Trees Trimmed, Electricity to the Office From The Generator Room:

- Hot Water Heaters: Mark stated that the hot water heaters are in place but waiting for all final inspections for electrical & plumbing at the pool and Tiki Hut areas
- Beach Stairs: The old ones have been removed and new ones are being put in place now.
- Spare Air Conditioners: The resort had used the 2 spares so 2 more had to be purchased.
- 04 & 05 Balcony & Painting & Palm Trees: This project has been completed and at same time the lift was used to trim all palm trees.
- Atrium Rails: The replacing of the hallway rails, which will match the room balcony railings, will be completed in May.
- Electricity to the Office from Generator Room: Longo Electric has provided a quote of \$420 plus permitting. Mark felt that the resort would spend approximately \$600. Running the electric from generator room on second floor to the office would allow the lights in the office and keylock system to run in case of an electrical outage. Flo asked if a small generator could work and Mark stated there really is no space and would not be safe just sitting outside. Mike asked about the existing generator and what the earlier issue was. Mark stated that the timer switch had gone out. The company comes out 4 times a year. In January they do a complete test run with changing parts and/or fuels to it. Then they visit 3 other times. Rick DeJong made the motion to approve the \$600 expenditure, seconded by Sandy Farrell, motion carried.

Room Renovations: Sliding Glass Doors & Windows Replacement, Sofa & Loveseat Cleaning, Spare Beds & Cribs for Rooms:

- Sliding Glass Doors & Window Replacement: Mark stated that Unit 202 would be completed in July of this year. Units ending in 02, 03, 06 & 07 will begin September and run through end of November during the maintenance weeks. Mike asked if Brian Deeb, the attorney, had prepared a letter to the contractor. The letter was done and given to the contractor. The Board also wanted to make sure proper notification was given to the homeowners. It was suggested that as time gets closer to send out an email blast stating the work being done and there might be some inconvenience with noise. This will be a 3 year project during the months of September, October & November for 2018, 2019 & 2020.
- Sofa & Loveseat Cleaning: The company was scheduled to complete the work last week but truck broke down. During the meeting they called to state they would be there April 28th.
- Spare Beds & Cribs: Currently the resort has 5 rollaways and 5 cribs. They are older and are rusted and breaking down. The resort uses the twin stand up rollaways in units that have queen beds in the guest bedrooms for when there are two people that do not want to sleep in same bed. The staff has cleaned up and painted the cribs but they have seen their life expectancy. The cost for the resort to purchase rollaways, cribs, pak n' plays would be \$6,000. There was discussion on a couple of inflatable twin mattresses. Mike Shestok made the motion to approve \$7,000 to purchase rollaways cribs & pak n'plays and inflatable twin mattresses, seconded by Sandy Farrell, motion carried.

Resort Property Insurance Renewal: The renewals for Camaron Cove are coming up in May. Once Mark meets with the resort's insurance agent, Chelsea, he will forward the quotes onto the Board for their review and approval.

2018 Delinquency, Foreclosures, Foreclosure Sales: Mark stated that maintenance fees are due no later than March 31st. On April 1st the resort posted a \$25 late fee and sent out a letter stating they are being "locked out" of their usage. If no response by June 1st the files are sent to the attorney and they send out a notice informing them they will be foreclosed or they can at that time they can quit claim the inventory back to the resort. On April 1st Mark sent out around 130 letters.

Currently there are 21 weeks listed on the foreclosure sale list. Mark has 5 that have been foreclosed and just waiting for the final recording. Joann has put some on the list but Mike's concern there was a couple not on the list that concerned both him & Mark. Gloria explained that Joann might have it put aside since she has a buyer for it. No contract has been done yet. The foreclosure was completed but the resort is still waiting the title paperwork. Sandy's concern was last meeting we stated 14, there is 21 now listed and sometimes the list does not match up. It was explained that some owners will call and state they just want to quit claim the property back. There has been 2 since the new billing went out.

2017 Audit and Tax Returns. Monthly Financial Statements: Mark explained that once the audit is complete it is sent to the State of Florida. They review and write back any deficiencies they may find. For 2017 there was no tax liability. The 2 questions asked by the State was related parties and the reserves being fully funded. On the audit it should list if any third parties own at resort such as Mark, Gloria or even VPM. The other concern was to make sure reserves are fully funded. At the end of each budget period the resort moves the difference from owners or association inventory unpaid amounts to fully fund the approved reserves.

Sandy Farrell wants a better understanding on how the audit is prepared and future plans to make sure the resort does not end up with tax liabilities. After Sandy expressed her concerns it was suggested by Mark that he would put Sandy and Ken Kandefers office together to answer her questions. The Board was supportive of Sandy's questions and she will report her results to the Board at the May workshop.

Mike's concern on the monthly financials is the repairs and replacement line item is already over by \$1,900. Mark explained that just in the past 3 months he has had to replace refrigerator, hot water heater and air conditioners. The other line item was bank charges for the owners' usage of paying fees via credit card. The Board was informed that by Florida law Camaron Cove cannot charge owners for using a charge card to pay fees of any sort. By end of year this should fall back in place.

Mission Statement & Camaron Cove Logo: The Board was looking to change the logo from the sailboat to a sea turtle. Rick DeJong made the motion to make a sea turtle the logo, seconded by Mike Shestok, motion carried. With regards to the mission statement Currently the mission statement has been "Striving to provide the ultimate beach vacation experience through excellence in services and hospitality". Rick has been wanting to add at the end "amenities". Many are concerned as to how guests would take that word. It was decided to table till the May workshop.

Policy & Procedures Manual for Resort & Staff: Rick has added comments he has received. Mike expressed his appreciation to the hard work Rick & Mark have done on preparing the manual. It was suggested that everyone review it and give Rick their comments and at the May workshop the Board could possibly approve it.

Reader Board. Website Update, Information Book Update:

- Reader Board: Gloria apologized for not having the reader board worked on yet and hopefully by May workshop have something together. Flo asked how Roxanne made out on her certification. It was stated that she is progressing on her certification.
- Website Update: It was also shared that tomorrow Mark Green would be meeting with the website design company to get some final touches and discuss the status before they receive the first draft. Next week Jim Valente & Mark Green will also have a meeting with them. The Board is requesting an area that speaks about the staff and Gloria stated it will have "about us" section.
- Information Book Update: It was seconded that the information book has one or two of the resort newsletters included to show the hard work the resort has accomplished. The Board will provide Mark their suggestions. Mark will then provide each of the Board Members a hard copy for their review at the May workshop. Once all approved Mark will make up new information books for the resort.

Rick's Agenda Items: Items that Rick had on his list are repainting of the lights along fencing (Mark is working on that), placement of 9" X 13" glass bake dishes, teaspoons, rubber spatulas, oven mitts, facial tissues and board name tags. Mark will look into the glass baking dishes. Mike asked each board member what they thought about tissues in the rooms, everyone agreed it would be nice but Mike stated "no". He felt it is a good idea but lack of storage. No motion was really made except that four members stated yes. Tissues will be provided for both bathrooms and a spare in the linen closet. Flo is working on having name tags with the sea turtle on them for the May workshop. When the Board Members are present at the resort they would be able to wear them so the owners/guests would know who they are.

May Workshop: The May workshop was originally scheduled for May 23rd at 9:30. Gloria had previously asked Mike to change to May 30th since she would not be able to attend. The Board agreed on the May 30th date starting with a short walk through at 9:30AM

Old & New Business: Mike asked the Board Members if they had any old business they wish to discuss and none was presented. Mike's questions were if VPM was still going to purchase the old internet system for \$500 and Gloria stated yes. It was also asked if all shutters had been painted and Mark replied yes. Last question for old business was the location of the defibrillators. Mark stated one by picnic area, one outside office and one on the third floor. Signs are being made up and will be posted and also placed in the information books. Mark is waiting for the Fire Marshall to announce class dates

Any Additional Matters That May Come Before the Board: New items were flag pole placement, water heaters and commercial dryer.

- Flag Pole Placement: Rick thought it would be a nice idea to have an American Flag be present. Mark will look to see where one could be placed at the resort and the logistics to support installation and flying.
- Water Heaters: With the new air condition handlers in the closets it makes it difficult to replace water heaters. There is a water heater now that is 38 gallons with the insulation jacket being place outside the heater once installed. This type will be purchased going forward for easier installation. The cost is approximately \$400.
- Commercial Dyer: There was a guest who dried their clothes and a pair of shorts had holes in them. They reported it to Mark and upon inspection realized the drum was wobbly and needed new rollers. It was under warranty so the company repaired it. Mark gave the guest a gift card for the loss of the shorts. The owner was pleased with solution by Mark

At this time no other issues or questions were brought forward so Sandy Farrell made the motion to adjourn the meeting at 7:14PM, seconded by Flo McGee, motion carried.