

CAMARON COVE RESORT
BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 30TH, 2018
10:00AM

AGENDA

Roll Call of Directors & Owners Present

Opening Remarks by President, Mike Shestok

Approval of Board Meeting Minutes April 19th, 2018

Homeowner Comments

Common Area Renovations Hot Water Pools Shower, Beach Stairs, Atrium Rails, Electric to the Office From The Generator Room, Stairwell Doors

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

Resort Property Insurance

Discussion of Unfinished Business From Past Board Meetings & Old/New Business See Attached List

Foreclosure Discussion

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 (via conference)

Jim Valente, President of VPM

Mark Bodine, VP of VPM

Gloria Weir, General Manager/Broker of VPM

Marta Juarez, Homeowner (Housekeeping)

Paul Brownell, Homeowner (arrived middle of morning session)

Roll Call of Directors & Owners Present: Mike Shestok asked Gloria to do Roll Call. All above attendees were present.

Opening Remarks by President, Mike Shestok: Mike Shestok commented that we have to work as a team. It is alright to agree to disagree but felt these workshop meetings are very important. On behalf of the Board he wanted to thank the VPM staff & housekeeping for their daily efforts & comments regarding that are very favorable from the owners. Additionally, a special thanks to Mark's brother, Michael, who has been keeping the parking lot and pools cleaned on a daily basis.

Approval of Board Meeting Minutes April 19th, 2018: Sandy Farrell was concerned about having employees names mentioned in minutes for privacy concerns. The Board did not have the same concerns in this case so Sandy Farrell made motion to approve the April 19th, 2018 minutes as submitted, seconded by Flo McGee, motion carried.

Homeowner Comments: Paul Brownell arrived midway through morning session so Mike Shestok requested that he share any concerns. His concerns are still the security of the property and wrist bands. This is an ongoing situation for management. Mark Bodine will make sure security tries to walk the property a little more often. Mike did tell Paul that when situations are happening he could reach out and contact staff by using phone the outside of the office. Paul

also would like room key controlled gates at strategic points. He was also told private security was reviewed previously and would increase maintenance fees.

Common Area Renovations Hot Water Pools Shower, Beach Stairs, Atrium Rails, Electric to the Office From The Generator Room, Stairwell Doors:

- Hot Water Pool Shower: Everyone is extremely pleased with the addition. It has been brought to the Board's attention that one local owner is showering with soap/shampoo. Mike has been looking for him to discuss. Mark will contact him to explain that is not the purpose of the new shower.
- Beach Chairs: Some people are still leaving them out. With the beach being so short currently a couple of them have drifted into the Gulf during high tide and storm Alberto. Mark expresses to the people that once the chairs are gone they will not be replacing them. The staff has had to bring some back in at night. The night staff was tasked to prepare a 30 day report on chairs left out at closing/lockup.
- Atrium Rails: The railings in the hallway will be installed during maintenance weeks in September. Mark will contact the owners and RCI to let them know about any renovations being done. The current railings have a 6" opening, the new code requirements 4".
- Electric to Office From Generator Room: This has been completed. This will enable the equipment such as phone system & computers to operate any time there is a power outage in the office.
- Stairwell Doors: Mark stated to replace 10 doors the cost would be around \$18,000. He also felt this is not a priority. After brief discussion it was agreed to keep on the common area list for future discussions. The two storage area doors outside the housekeeping area are in poor shape and cost to replace with venting would be \$800. Flo McGee made motion to purchase the 2 storage doors, seconded by Mike Shestok, motion carried.

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

- Sliding Glass Doors & Windows Replacement: Mike & Sandy reviewed the contract that Brian Deeb, attorney, prepared for our sliding glass doors and windows replacement project. The work is to be done in three phrases starting with the 20 middle units in 2018, the 10 front units in 2019 and 10 back units in 2020. Overall they are satisfied with the proposed contract after a few questions are addressed. These questions relate to contractor's fees and hourly rates for contingency work, timeframes for completion of such work given the aggressive installation schedule and contingency costs, which could not be foreseen in advance, i.e., due to additional concrete work and/or carpet repair work needed. The first unit will be complete in July which should give the Board an indication of what to expect. Mark will continue to work with the attorney. The final revised contract will be approved by Mark & Jay. Jay is the Board point of contact for change orders. Mike Shestok made a motion to accept the contract with changes, seconded by Jay Cooper, motion carried.
- Sofa & Loveseat Cleaning: This has been completed and seems to have pleased many.
- Spare Beds & Cribs for Room: They were approved at last meeting and have arrived. Housekeeping concern is ventilation to the storage room. The new doors being ordered for storage area will have vents in them to hopefully help and possibly place a fan in that room.

Resort Property Insurance: Mark informed the Board that all insurance is in place. The cost of insurance for the resort is approximately \$60,000. Currently there is one incident in which an owner felt that the insurance company is handling.

Discussion of Unfinished Business From Past Board Meetings & Old/New Business See Attached List:

- **Audit/Tax Returns & Financial Review:** Sandy had taken on the task of reviewing the returns and audit in detail since this is her background. She presented some well thought out reports and presented to the Board. These reports will help assist the Board especially pertaining to the reserve portion of the budget. With the amount of major projects that the resort has planned it would guide them in the right direction. This will also be a major help in the budget planning stages for Mark.
- **Mission Statement:** Rick has been wanting to add something after hospitality on the existing statement such as amenities but the other members did not feel this was a good word. The mission statement will remain. "Striving to provide the ultimate beach vacation experience through excellence in services & hospitality".
- **Internet/Website:** The new website is up and running. Gloria & Jim shared how please they are with it and how user friendly it is. Any changes or additions that need to be made could be handled at the main office. Under Owners Corner will be the newsletter, three sets of minutes and a sales corner. Within the sales corner it will state to contact Joann Evans and also presents information and warnings about scam companies.
- **Welcome Book:** The books are being updated with new information discussed such as casserole dishes, woks & crockpots being available in office. The booklet insert covers will be replaced with either a picture of the building on the front or a sea turtle.
- **Policy & Procedures:** The Board discussed various wording changes and additions to the proposed manual. Rick will make the final changes and report back to the Board.
- **Flag Pole:** A flag has been installed by the front sign which does provide lighting.
- **Incident Reports:** There is currently only one report that is being handled by the insurance company.
- **Delinquencies:** Mark reported he currently has about 70 unit week owners who have not paid their fees and has sent out the lock out notices. Next step would be to send them to the attorney. Usually at that point most of them pay to avoid further costs. See further notes under agenda "foreclosure discussion".
- **Reader Board:** Gloria had provided Rick with some ideas. A new board outside the elevator on the ground floor will be provided keeping the existing information along with new flyers that can be changed out as needed. There will be an "A" sign down in the picnic area with any specials that Joann (sales) may have for the week and then another one is displayed at the front door of the office.
- **Repaint Light Standards:** Mark stated this was completed.
- **Sun shelter for Pool – The Albino Letter –** This topic was discussed as a result of an owner letter during a May 24, 2017 Board Meeting. This second request was also denied based on the earlier reasoning by the Board. The sun moves and shade is provided for in various areas and the picnic area is shaded

- Room Water Heater: Mark explained that the new hot water heaters are not fitting when the insulation is inside the heater. The new heaters can have the insulation placed around the outside once installed. The hot water heaters are located inside the closet where the air conditioning unit is located. Going forward the new heaters will have insulation outside.
- Defibrillators: Currently there are 3 on the property. Gloria stated that if someone needed one on the floor that did not have one she was concerned about time to get to another level and then back down or up to the person. Sandy Farrell made the motion to purchase another 3 defibrillators for \$4,500, seconded by Flo McGee, motion carried.
- Kitchen Items Wish List: 9X13 Baking Dishes, Teaspoons, Wine Glasses, Rubber Spatula, Washable Over Mitt, Cooking Wok & Kleenex. It was agreed to purchase 6 sets of baking dishes and keep in the office along with 3 woks. The teaspoons, wine glasses, rubber hot pads are already provided and considered sufficient. The rubber spatula, over mitt and Kleenex will not be added.
- Sea Turtle Mascot: This is completed and going on the resort materials such as letterhead and shirts when current stock is depleted.
- Name Tags: Flo provided them to the Board and when staying at resort they will wear them so the guest/owners will know who they are.
- September Board Workshop: After brief discussion this was tabled until next meeting so that return on investment and agenda are better known
- Beach Chair Review: Jay will continue to discuss with Mark on how to better express to the owners/guests to bring them in.
- Recycle Bins for Units: Mark explained there really is not room for the extra container. Most people put their recycle items in plastic bags and take down to the recycle bins. It was explained that recycle items do not need to be separated anymore. The bottles, paper & plastic are separated at the dump area. There will be no purchase of recycle bins for the rooms.
- Board Photos: Mark will get the photos before the Board Members leave and has asked Rick to please send one.
- Mileage Expense Bills: Mike is expressing that Mark, Jay or even Flo when traveling for the resort need to turn in receipts for reimbursement.

Foreclosure Discussion: There was a concern that a foreclosed week was sold at a discount in error. After much discussion going forward a flow chart is going to be prepared by Flo & Gloria. It was agreed that when Mark prints out the report from the attorney's office and a unit week is back in the resort name that Gloria will send out an email to inform the Board of such inventory being placed on the list. It was also agreed that when the Board approves specials sales, no additional inventory will be added to the approved list provided for sale unless the Board acknowledges and approves it.

The website will only state there are weeks for sale starting at \$1,995 and to contact Joann Evans at the resort. There will also be language on the website regarding other companies calling owners and attempting to scam them.

Process on delinquent accounts is as followed:

1. Fees due by January 1st
2. Late Notices sent 2 times
3. April 1st late fees of \$25 added to accounts
4. Resort sends out Lock Out letters in May
5. June sent to the attorney at which time they prepare demand letter asking if owner wants to sign a deed in lieu of foreclosure to protect their credit.
6. If no response attorney files lien on owner and then begins the non-judicial foreclosure process.
7. If an owner reaches out at that time a deed can still be prepared but if not signed and recorded then a regular foreclosure process is required which takes longer

An updated report is provided to the resort usually on Mondays. With that report Gloria will send updated information to the Board for their review

Any Additional Matters That May Come Before the Board:

- Mark mentioned he had a May 21, 2018 letter regarding beach sand re-nourishment for Indian Rocks Beach in the August/September timeframe.
- A serviceability report will be done for the Forest Green recliner/ottomans regarding fair/wear and tear and the ability to replace them as needed as they are a very popular item. Also a report on the Picasso Bowls as they are starting to peel.
- Mark will review option to place a bench in the beach chairs shower area.
- Mark will purchase hooks that fit over the door for both bathrooms.
- Flo had a request from an owner about a charge station for electric cars. The owner in Unit 106 gave an explanation about the station. Further information will be acquired and spoke about at next meeting

Date of Next Board of Directors Meeting: Next meeting be set for June 21st, 2018 at 5PM.

Meeting was adjourned at 4:30PM by Sandy Farrell, seconded by Jay Cooper, motion carried.