

**Island Cove Condominium Association
“Zoom” Board Meeting
January 18, 2022, 4:30 P.M.**

MINUTES

Attendees: Carole Neubauer, President; Walter Stampley, Treasurer; Barb Park, Vice-President; Pat Moore, Secretary; Jennifer Vo, Manager, Clover Key Inc.

Call to Order (Carole Neubauer)

Carole Neubauer called the meeting to order at 4:30 p.m. and announced that there is a quorum of Board members to have a meeting.

Approval of Minutes from December 21, 2021 Board Meeting

- Pat Moore made a motion, seconded by Barb Park, to approve the Minutes from the December 21, 2021, Board Meeting, as presented. The motion passed unanimously.

Treasurer’s Report (Walter Stampley)

Walter Stampley reported the following balances as of December 31, 2021:

Line Item	As of December 31, 2021
Operating Account	\$ 56,004.14
Reserves Account	\$ 364,945.80
Total Operating/Reserves Account	\$ 420,949.94
Total YTD Income	\$ 323,401.99
Total YTD Expenses	\$ 322,742.60
Net YTD Income (Loss)	\$ 659.39

- Barb Park made a motion, seconded by Pat Moore, to approve the December 31, 2021 Financial Report, as presented. The motion passed unanimously.
- Walter Stampley noted that we ended the 2021 year with surplus funds of \$659.39. A motion was made by Pat Moore and seconded by Barb Park to roll the surplus funds of \$659.39 into the 2022 operating account. The motion passed unanimously.

Old Business

Clover Key, Inc.

Carole Neubauer introduced Jennifer Vo, our manager, and asked that she review new procedures in place. Jennifer stated that your Board of Directors had retained Clover Key, Inc. to assist in your condominium association's management and financial oversight. Jennifer stated our role in your community includes management presence at Association meetings, preparation of minutes of those meetings, the collection of unit owner monthly assessments, monthly financial reports, assisting in the development of the future budgets and reserve analyses, oversight of the "common elements." Jennifer stated her days onsite is bi-monthly on either Tuesday or Thursday, therefore owners will find Jennifer walking and taking photos of the property. Jennifer will assist the board in obtaining bids for needed repairs and covenant enforcement. Jennifer stated to enhance communication between owners and management companies, Clover Key utilizes Appfolio Property Management software at no charge to the residents to streamline all payments, community calendar, maintenance requests, and downloadable shared documents. Jennifer stated owners can send maintenance request online and Jennifer will route it to Carole. Carole stated this is outside the daily task relating to Mike Park and Steve Witt which will be handled internally and should not be reported through the portal.

343 High Water Usage.

Carole Neubauer reported that the water usage in the 343 building during the month of December, 2021 is back to a normal amount. She thanked Jim Fordham and Steve Williamson for checking toilets, faucets and hot water heaters in every unit and making any necessary repairs. Carole Neubauer asked everyone to continue to conserve water and thanked the unit owners for their cooperation.

343 Elevator.

Carole Neubauer reported that Arturo, the Service Manager from Mowrey Elevator had phoned to say they'd like to install the elevator top on Tuesday, February 1st and Wednesday, February 2nd. The 343 elevator will be down 2 days. It's possible that the installation will be completed in 1 day, but they'd like to reserve that second day in case it's needed. Carole will notify Mowrey Elevator to schedule those dates and a notice will be sent to all 343 residents that the elevator will be out of service on February 1st & 2nd. The 343 elevator will be down for about 2 days during the installation.

Clubhouse Office Door Repaired.

Carole Neubauer reported that Southern Oaks Construction Services repaired the Clubhouse office door for \$500 and that they did an excellent job. She thanked Tony Laretta for recommending Tanner to us.

Fire Safety.

1. **Status of ATP Fire Safety Upgrade.** Carole Neubauer reported that we are awaiting an installation date from ATP for the wireless interior sounding devices mandated by the current Fire Code. Unit owners will be informed when we are notified of that date.
2. **Unit 206A fire sprinkler repaired.** Carole Neubauer reported that Coleman Fire repaired a leaking fire sprinkler in Unit 206A. She asked that unit owners periodically check their interior fire sprinklers for leaks.

Roof Repairs. Advanced Roof Technology recently repaired Units 104B and 109B for a total cost of \$5,032.50. They also repaired Garage 18. The invoice for that repair has not yet been received. A small leak was reported in a porch storage room in Unit 402A. Advanced Roof Technology has been notified.

Report from Roof Committee

Carole Neubauer mentioned that Vicki Bates, chair of the Roof Committee, asked to be on the agenda this month.

Vicki Huet Bates (Unit 205A) spoke on behalf of the committee. She mentioned that Carole Neubauer had notified her that a few Requests for Proposal for cement tile, modeled after the Proposal from Advanced Roof Technology, were sent by Jennifer Vo to Chillemi Roofing, Bradford Roofing, and Ringdah Enterprises.

Carole Neubauer mentioned that the proposals aren't expected to be returned until early to mid-February. The Board will compare the proposal with the one received from Advanced Roof Technology and calculate the financial impact of replacing some roofs with cement barrel tile.

New Business

CPA to Prepare 2021 Income Tax Return.

Carole Neubauer mentioned that the Board hired a CPA to prepare the 2021 Income Tax Return. Carole is recommending that we use the same CPA as last year, Stephanie Freely, of Kmetz, Elwell, Graham &

Associates. A motion was made by Pat Moore and seconded by Barb Park to hire Stephanie Freely, CPA, to prepare the Island Cove 2021 income tax return. The motion passed unanimously. Tony Lauretta asked how much she would charge. Carole Neubauer responded that she charged \$275 to prepare the 2020 income tax return.

Annual Unit Owners' Meeting. Carole Neubauer mentioned that the Annual Unit Owners' meeting will be held on Tuesday, April 19, 2022, at 6:00 p.m. A Board Reorganization meeting will follow the Unit Owners' Meeting. Details about the meetings will be distributed to all unit owners by Clover Key Inc. The First Notice of the Annual Meeting will be sent to all unit owners on February 18th, 60 days prior to the Annual Meeting. A Notice of Intent to serve on the Board will also be distributed. Carole urged all unit owners to consider serving on the Board for a 1-year term.

Sauna. Carole Neubauer mentioned that Tony Lauretta (Unit 109A) asked to be on the agenda to discuss the Sauna. Tony Lauretta mentioned that the sauna should be fixed and functioning again. He's called a couple of electricians to look at it and asked Jennifer Vo if she had an electrician to recommend. Tony inquired when the sauna was closed and why. Carole Neubauer responded that it was closed in 2002 by emergency Board action. She mentioned that she has the specs for the sauna and paperwork about the Board's decisions made in the past if Tony would like to look at them.

Carole Neubauer thanked Tony for his comments.

Director Reports No Reports

Carole Neubauer – President

- Units for Sale. Unit 203A has been sold. The new owner is Teresa Yates. Unit 109B has been sold and the closing took place on Jan. 18th.
- Trash & Recycling. Carole Neubauer mentioned that she recently spoke with Waste Management about flattened cardboard boxes. Flattened cardboard boxes can only be left in the 343 recycling area if they fit inside the green bins. They will not collect any recyclables outside the green bins. She urged residents to dispose of them directly into the dumpster on the first floor of 343 or in the outside enclosure at 333.
- Covid update. Carole Neubauer urged all residents to continue to protect themselves and each other by exercising social distancing and wearing masks. There have been a couple of residents who have tested positive in the complex and they are recuperating.

Unit Owner Comments

Pat Moore mentioned that the parking issue in front of the 343 building and elsewhere is getting critical. There are often no parking spots. Some unit owners have more than 1 vehicle in front of the building. She inquired if there was any way we could create more parking spots.

Walter Stampley mentioned that one solution would be to open up the 2 spots in the car wash area and move the car wash area to the boat/trailer parking area. There is a water supply and hose there now.

Carole Neubauer mentioned that The Board would have to modify the section of the Rules & Regulations about the car wash area. She asked Jennifer Vo if the Board could make a motion at this meeting to revise that section of the Rules & Regulations and send a notice to the Island Cove residents. Jennifer responded that it could be done at today's meeting and a notice will need to go out to the residents. Jennifer stated at the next meeting the board will adopt the new rule.

A motion was made by Walter Stampley and seconded by Pat Moore to move the car wash area to the north end of the complex in the space in front of the 3 spots reserved for boat trailer parking. The motion passed unanimously. Carole Neubauer and Jennifer Vo will draw up the revised language and notify the residents. Carole Neubauer thanked the Board, Jennifer Vo and the unit owners for attending the meeting and for their continued support.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Pat Moore, Secretary

Approved on: _____