

Island Cove Condominium Association
“Zoom” Board Meeting
March 15, 2022, 4:30 P.M.

MINUTES

Attendees: Carole Neubauer, President; Walter Stampley, Treasurer; Barb Park, Vice-President; Pat Moore, Secretary; Lindsey Wilson of Clover Key Inc. The following unit owners also attended the meeting: Betsy & BJ VanArsdall (Unit 107A), Len & Patty Brown (Unit 305A), Flo Bragdon (Unit 201B), Jim Fordham (Unit 207A) and Vicki Bates (Unit 205A).

Call to Order & Certification of Posting of Agenda (Carole Neubauer)

Carole Neubauer called the meeting to order at 4:35 p.m. and announced there is a quorum of Board members to have a meeting. Carole Neubauer certified that the agenda was posted on March 13th.

Approval of Minutes from February 15, 2022 Board Meeting

- Pat Moore made a motion, seconded by Barb Park, to approve the Minutes from the February 15, 2022 Board Meeting, as presented. The motion passed unanimously.

Treasurer’s Report (Walter Stampley)

Walter Stampley reported the following balances as of January 31, 2022 and February 28, 2022:

Line Item	As of January 31, 2022	As of February 28, 2022
Operating Account	\$ 57,387.88	\$ 52,331.16
Reserves Account	\$ 381,663.61	\$ 398,239.64
Total Operating/Reserves Account	\$ 439,051.49	\$ 450,570.80
Total YTD Income	\$ 31,588.69	\$ 63,176.71
Total YTD Expenses	\$ 33,692.63	\$ 71,057.43
Net YTD Income (Loss)	\$ -2,103.99	\$ -7,880.72

Vicki Bates asked Walter Stampley what expenses contributed to the YTD loss at the end of February. Walter Stampley replied that roof repairs for units 104B and 109B which had been completed in December and cost \$5,032.50 were not paid until January, and additional roof repairs to Garage 18 of \$1,550 contributed to the net YTD loss. In addition, the replacement of the cab top in the elevator that cost \$4,850 and other expenses paid in January and February resulted in a net loss of \$7,880.72. Walt added that expenses paid during the first 3 months of any calendar can have a negative impact on the financial reports because some expenses are from work completed in December or occur when total income for the year is low.

- Pat Moore made a motion, seconded by Barb Park, to approve the January 31, 2022 and February 28, 2022 Financial Reports, as presented. The motion passed unanimously.
- Carole Neubauer noted that a new cab top was installed by Mowrey Elevator on the 343 elevator for a total cost of \$4,850. A motion was made by Pat Moore and seconded by Barb Park to transfer \$4,850 from Elevator Reserves to the Operating Account to cover the cost of the cab top replacement. The motion passed unanimously.

Old Business

Car Wash Area Moved.

Carole Neubauer reported that Section 4.2G of the current Rules & Regulations was revised to move the car wash area north of unit 109A to free up 2 parking spaces. The car wash area has been moved to the north end of the complex in front of the three spots reserved for boat trailer parking. Residents were reminded that they should not block garages 13 and 16-18 when washing their cars and boats. The car/boat wash area boundaries have been marked in yellow, is reserved for washing residents' only cars/boats, and is open from 8 a.m. to 10 p.m.

343 High Water Usage.

Carole Neubauer reported that the water usage in the 343 building during the month of February 2022 dropped from 94,000 gallons to 67,000 gallons. She thanked the residents for their cooperation and urged them to continue conserving water.

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. We have been advised that ATP should receive the devices around May 1st and the installation should occur sometime in May. Unit owners will be informed of the exact date. It is expected that ATP will spend about 1 hour in each unit installing the devices.
2. **Fire Safety Inspections.** Carole Neubauer reported that ADS Security will be conducting all the fire safety inspections during May. This includes interior fire sprinklers in Building 343, the fire pump, fire alarms. Residents will be notified in advance. The Fire Inspector has not yet scheduled his inspection. Residents will be notified in advance so that preparations can be made.

Tree Trimming.

Chuck's Lawn Service trimmed the palm trees throughout the complex on Monday, March 14th and Tuesday, March 15th.

The Board has requested that Clover Key send requests for proposal for oak tree trimming, exclusive of the "big" oak tree which won't be trimmed until 2023, to various tree trimming vendors. The Board will decide which tree trimming vendor to select. Residents will be notified when the tree trimming will take place and whether any cars need to be moved to accommodate the trimming.

BJ VanArsdall commented that the palm tree trimming looked wonderful but mentioned that the palm trees on the berm had not been trimmed. Walt Stampley responded that trimming the palm trees on the berm has never been included in Chuck's contract. Walt Stampley will meet with Betsy and BJ Van Arsdall to look at the two palm trees at the south end of the berm.

343 Kitchen Drains.

Carole Neubauer reported that Mike Park prepared and delivered Pipe Shield solutions to each 343 resident with instructions. The distribution was completed at the beginning of March. Carole thanked the 343 residents for their cooperation and urged them not to put grease and oil down their kitchen drains.

Drain Culverts.

Carole Neubauer reported that Brevard County cleaned out all but one of the culverts along N. Tropical Trail by the front gate and along Merritt Avenue. They have to return with a root cutter to remove the roots in the drain culvert just north of the front gate. The foreman suggested that the openings be covered with chicken wire to keep the leaves from clogging the culverts. Mike Park and Tony Lauretta have been installing chicken wire as suggested.

New Business

Generator.

Quarterly Periodic Maintenance.

Carole Neubauer reported that TAW performed the quarterly periodic maintenance on the generator on March 8th. Everything was found to be in good working order. The invoice for the quarterly maintenance has not yet been received.

Watkins Oil.

Watkins Oil delivered diesel fuel on February 16th at a cost of \$277.69. Per the Fire Code, the tank must not drop below ½. We last had diesel fuel delivered about 1 year ago.

Spa.

Carole Neubauer reported that Suttons pool replaced the single speed bubble pump motor for \$1,633. The single-speed pumps are obsolete and hard to get.

Annual Unit Owners' Meeting. Carole Neubauer reminded unit owners 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 meeting including the Agenda and Limited Proxies for attendance will be distributed to all unit owners by Clover Key Inc. by April 5th, 2 weeks prior to the meeting. The First Notice of the Annual Meeting was distributed to all unit owners on February 18th, along with Notices of Intent to serve the Board for the 2022-2023 term.

Carole Neubauer reported that 5 Notices of Intent were received by the March 10th deadline. Notices of Intent were received from Tony Lauretta (Unit 109A), Cal Burch (Unit 108B), Steve Goodlive (Unit 108A), Jim Fordham (Unit 207A) and Vicki Bates (Unit 205A). No election will be required since only 5 notices were submitted which is a full board. The new Board will take office after the Unit Owners' meeting on April 19th, at which time they will hold a Reorganization meeting and elect the officers and directors of the 2022-23 Board. Residents will be notified of the results as well as the roles and responsibilities of each Board member.

Director Reports - No Reports

Carole Neubauer – President

- **Units 202A Sold.** Carole Neubauer welcomed Suzanne and Joe Elliot, the new owners of Unit 202A. The Elliots will be renovating their unit before they move in.
- **New Directional Sign.** Carole Neubauer reported that a new directional sign has been ordered for just inside the entrance gate. The old sign is faded and hard to read. The new sign should be ready in another week or so.

Location of Annual Meeting.

Carole Neubauer clarified that the Annual meeting on April 19th will be held by Zoom, teleconference and at the Clubhouse for those who wish to come to the Clubhouse. Jennifer Vo will “host” the Zoom meeting and Carole Neubauer will preside over the unit owners’ meeting at the Clubhouse.

Unit Owner Comments

Barb Park thanked Carole Neubauer for her many hours of hard work and dedication to helping the community for so many years, especially as President. She added that she hopes the new Board will not allow things to decline.

Walter Stampley mentioned that Carole Neubauer’s hard work has been outstanding and that he has appreciated her help as Treasurer since he re-joined the Board in 2019.

Jim Fordham thanked Carole Neubauer for her hard work and stated that she is appreciated and loved by the community, and that her knowledge and ability has been outstanding. Jim is hopeful that the new Board will work with the old Board.

Vicki Bates added her thanks and appreciation to Carole Neubauer.

Len Brown thanked the outgoing Board for their tremendous job and that the community has been run very well.

Carole Neubauer thanked everyone for their support for all these years and especially since she became President in 2019. Carole added that she has enjoyed helping the community and plans to leave her files in good order for the New Board. Carole added that she is confident that Jennifer Vo and Lindsey Wilson of Clover Key will have everything they need to keep Island Cove running smoothly.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

_____, Secretary
Approved on: May 17, 2022