

**Island Cove Condominium Association
“Zoom” Board Meeting
March 16, 2021, 4:30 p.m.**

MINUTES

Attendees: Carole Neubauer, President; Walter Stampley, Treasurer; Barb Park, Vice-President; Pat Moore, Secretary. Absent: Bob Lloyd, Director.

Call to Order (Carole Neubauer)

Carole Neubauer called the meeting to order at 4:35 p.m. and announced that there is a quorum of Board members present to have a meeting.

Approval of Minutes from February 16, 2021 Board Meeting

- A Motion was made by Walt Stampley and seconded by Barb Park to approve the February 16, 2021 Board Minutes, as presented. The motion passed unanimously.

Treasurer’s Report (Walter Stampley)

- Walter Stampley reported the following balances as of the February 28, 2021 Financial Report.

Line Item	As of February 28, 2021
Operating Account	\$ 46,028.12
Reserve Accounts	\$ 385,191.63
Total Operating/Reserve Accounts	\$ 431,219.75
Total YTD Income	\$ 53,200.19
Total YTD Expenses	\$ 60,576.65
Net YTD Income (Loss)	\$ -7,376.46

- A Motion was made by Barb Park and seconded by Carole Neubauer to approve the February 28, 2021 Financial Report, as presented. The motion passed unanimously.

Cal Burch (Unit 108B) inquired about what primary expenses caused a budget overage this month. Walt Stampley responded that there was an excess in water usage in Building 343 again this month which caused expenses for water utilities to be over budget. Cal inquired if there have been any changes in occupancy that might cause excess water usage. Carole Neubauer responded that there has been excess water usage in Building 343 for about a year and that she has been speaking with the Cocoa Water Department about checking the meter. Carole will contact them again and have them check the meter. Residents in the 343 Building have been contacted several times and asked to check their facilities for leaking toilets and faucets. Bob Lloyd (407A) and Jim Fordham (207A) have been helping several residents repair their leaking toilets.

- **Transfer of Monies from Reserve Funds.** Walter Stampley recommended that the Board consider transferring reserve funds to the operating account to cover the following expenses:
 1. **Fire Alarm Control Panel.** Walter Stampley reminded the Board that the Fire Alarm Control Panel in the 343 building failed and had to be replaced on an emergency basis. The total cost for Phase 1 of this upgrade was \$4,854.60. Additional upgrades to the fire monitoring system will be required. Due to Covid-19 issues, the completion of these code upgrades has been postponed by the Brevard County Fire Marshal until July 22, 2021. Walt Stampley mentioned there was a balance of \$6,454.80 in the Fire Safety reserve account at the end of February. A motion was made by Walter Stampley and seconded by Barb Park to transfer \$4,854.60 from Fire Safety Reserves to the operating account to cover the cost of the Fire Alarm Control Panel. The motion passed unanimously.

2. **All Florida Gutters.** Walter Stampley reported that discussions had occurred at previous Board meetings about water intrusion into Unit 109A. It was determined that a new gutter system, drain spouts and drainage system had to be installed. In addition, gutters had to be installed across a portion of the 2nd story of Units 102B and 103B. The installation was completed by All Florida Gutters for a total cost of \$3,321.50. Since resolving these problems is the condo's responsibility and the cost was not planned for in the 2020 or 2021 budgets, Walt Stampley recommended that \$3,321.50 be moved from Deferred Maintenance reserves to the operating account. A motion was made by Walter Stampley and seconded by Pat Moore to move \$3,321.50 from Deferred Maintenance Reserves to the operating account to cover the cost of installing gutters, downspouts and improved drainage system in Units 109A, 102B and 103B. The motion passed unanimously.

Old Business

- **Annual Meeting April 20, 2021.** Carole Neubauer reminded unit owners that the Annual Unit Owners' Meeting will be held on Tuesday, April 20, 2021 via "Zoom" at 6:00 p.m. Attendance of unit owners at that meeting will be by Limited Proxy, and we will need at least 22 Limited Proxies for a quorum to hold the meeting.
 1. The First Notice of the Annual Meeting was distributed to all unit owners on February 19, 2021. Carole Neubauer announced that Notices of Intent to serve on the 2021-22 Board were received from 5 unit owners by the March 11th deadline, so there will be no need to have an election. Walter Stampley, Barb Park, Pat Moore, Bob Lloyd and Carole Neubauer have agreed to serve on the Board for another year. Carole thanked the Board members for agreeing to serve.
 2. The Second Notice of the meeting, along with the Agenda and a Limited Proxy for voting, will be distributed to all unit owners on April 6th, two weeks prior to the meeting.
- **Limited Proxy.** Carole Neubauer mentioned that the question of waiving IRS requirements will be on the ballot as always. Carole has spoken to all Board members about including a vote about the Bad Debt Reserve account on the Limited Proxy for the April 20th Annual Meeting. The Bad Debt Reserves line item was created several years ago by Board recommendation and unit owner vote because of a foreclosure situation that was very costly for Island Cove. Since we stopped funding that reserve account at the end of 2017 and since it appears to be no longer necessary to have a "Bad Debt" reserve account, the Board is recommending that this reserve account be eliminated and the balance in that account (\$7,404) be moved to Roof Reserves.

A motion was made by Walter Stampley and seconded by Pat More to include the following question on the Limited Proxy for the April 20, 2021 Annual Unit Owners' Meeting: DO YOU APPROVE OF REMOVING THE RESERVE ACCOUNT ENTITLED "BAD DEBT" (LINE ITEM 3582) AND MOVING THE \$7,404 BALANCE IN THAT ACCOUNT TO ROOF RESERVES? The motion to include the removal of Bad Debt reserves on the Limited Proxy passed unanimously.

- **Annual 343 Fire Sprinkler Inspection.** Carole Neubauer reported that ADS Security conducted the annual interior fire sprinkler inspection on February 19th, and we passed inspection. Carole Neubauer thanked all the unit owners for their cooperation.
- **Annual Brevard County Fire Inspection.** Carole Neubauer reported that the annual Brevard County Fire Inspection took place on Monday, February 22nd. We passed inspection. She added that the Fire Inspector was very complimentary of Island Cove.
- **Repair of Entry Gate Box.** The front entry gate box was damaged by Chuck's Landscaping while trimming palm trees on February 4th. Chuck has filed a claim with his insurance company, and we will be receiving reimbursement of \$1,236.57 for the entire cost of the repair.
- **Soffit Repair.** Carole Neubauer reported that we have received a proposal for an amount "not to exceed" \$3,100, which includes the cost of a lift from Martin Roofing to repair damaged soffits on the 343 building. Walt Stampley mentioned that All Florida Gutters had bid \$5,400 to do the

job. The soffit repair will be scheduled with Martin Roofing. There will be no parking in front of Building 343 while the lift is being used for the soffit repairs. Unit owners will be notified in advance of this requirement.

New Business

- **Fire Extinguisher replaced in 333 Mechanical Room.** Carole Neubauer reported that the fire extinguisher in the 333 mechanical room had to be replaced by Patriot Fire. The Fire Inspector had noted this during his inspection but did not issue a violation.
- **Roof Leaks.** Carole Neubauer reported that roof leaks were repaired by Martin Roofing in the following units in Building 343:
 1. Unit 402A. This unit was repaired on February 2nd at a cost of \$1,690.31. There were some additional leaks near the chimney that were repaired on March 11th, under warranty.
 2. Unit 403A was repaired on March 8th. The invoice for this repair has not been received.
 3. Unit 404A was repaired on March 9th. The invoice for this repair has not been received.
 4. Unit 406A was repaired on March 9th. This repair was “under warranty” from a previous repair.
- **Front Entry Gate.** Walter Stampley reported the following repairs to the front entry gate.
 1. **Two wheels were replaced** on the entry gate by Gate Technologies for \$215. David from Gate Technologies has recommended that the tracks be cleaned of dirt and debris on a weekly basis. Walter Stampley has added this to Mike Park’s weekly tasks.
 2. **Post destroyed by Lowe’s Delivery Truck.** On February 28th, a delivery truck from Lowe’s destroyed the post at the south end of the front entry gate. Walter Stampley reported the claim to Lowe’s representative on March 3rd. The claim is being processed, and Walt will send the invoice from Gate Technologies to Lowe’s when it’s been received. The new post was installed today.
- **333 Elevator Repaired.** Carole Neubauer reported that a problem with the 333 elevator had been reported on March 9th. Mowrey Elevator came and adjusted the valve stem at no cost to us.

Director Reports

Walter Stampley – Treasurer.

- **Hot Tub.** Walter Stampley reported that the heat pump for the hot tub was turned back on on Sunday, February 28th. Although the hot tub is heating adequately and chemicals are being added regularly, there is a problem with the jets in the hot tub. Although the hot tub can be used, we are not fully opening it for use until it has been repaired. Suttons Pools will be replacing the jets and the blower. Unit owners were thanked for their patience during this time.
- **343 Riverside Gutters Cleaned.** Walter Stampley reported after the new drain extensions were installed, 3 unit owners had expressed concern that the gutters and downspouts were clogged. Martin Roofing checked the entire run of gutters and downspouts on the riverside of the 343 building on March 11th.
- **Painting.** Walt Stampley reported that Mike Park finished painting the north and south stairwells, and the 4th floor, 1st floor and 3rd floor breezeways. Mike has almost finished painting the 2nd floor breezeway. Walt thanked the unit owners for their cooperation during this process.
- **Sprinklers.** Walt Stampley reported that a drip system will be installed in the gardens in front of the 343 building to prevent water from sprinkling onto the 1st floor breezeway.

Cal Burch (Unit 108B) complimented Walt Stampley and the Board for the landscaping and plantings along N. Tropical Trail and throughout the complex. He inquired about where the plants are listed in the budget. Walt Stampley responded that line item 7030, Shrubs & Trees, covers the plantings of shrubs and trees, and that line item 7010 covers planting of annual plants. Cal mentioned that there are a couple of dead hedges between his unit, 108B and Unit 107B.

Walter Stampley will ask Steve Witt to install a pipe under the driveway of 107B to bring water to the area between the driveways. A drip system will be installed and new bushes planted where necessary. This has been on the schedule for awhile but has been delayed. It will be scheduled as soon as possible.

Bob Lloyd – Director.

- **Tree Trimming.** Bob Lloyd reported that on February 22nd Rusty from Branch Tree Service trimmed the “big oak” tree on the riverside of the 343 building and the oak tree near the entry gate. The total cost was \$900.

Pat Moore – Secretary

Trash & Recycling. No report.

Barb Park – Vice President – No report

Carole Neubauer – President

- **Covid-19 Vaccinations.** Carole Neubauer mentioned that Covid-19 vaccinations are becoming more plentiful and have been opened up to people under 65. Carole urged all the unit owners to consider getting vaccinated. The Board’s request for social distancing and masks will remain in place at Island Cove, at least for the time being. “Zoom” meetings will still be held until the Board feels more comfortable about gathering in the Clubhouse.
- **Committee Members Needed.** Carole Neubauer asked residents to consider volunteering for our Clubhouse/Pool and Parking committees to take the burden off our current volunteers and our Board members. Please contact Carole if you’d be willing to serve on either of these committees.
- **Pool Grill.** Carole Neubauer reminded residents to clean the grill and cover it after use.
- **Unit 104B.** Carole Neubauer mentioned that Unit 104B is under contract.

Unit Owners’ Comments

Carole Neubauer thanked the unit owners for attending the Zoom meeting and for their continued support.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Pat Moore, Secretary

Approved on: _____