

Island Cove Condominium Association
“SPECIAL” BOARD MEETING
Tuesday, August 17, 2021, 4:30 p.m.
Via “Zoom”

MINUTES

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

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

Carole Neubauer stated that the sole purpose of the meeting is to discuss and approve the proposal from ATP to install wireless fire safety notification devices inside 343 building unit per the Brevard County Fire Code mandate. Following the discussion and approval of the ATP proposal, the Board will then discuss and approve the distribution of Limited Proxies to all unit owners to seek unit owner approval to move monies from Dock reserves and Parking Lot reserves to offset the cost of the fire system upgrade and avoid the need to levy a special assessment.

Carole Neubauer presented background and information.

1. A new fire alarm control panel was installed late in December 2020 by ADS Security in Building 343 on an emergency basis.
2. Although we were made aware that the installation of this new panel would mandate certain fire safety equipment upgrades inside all 343 building units per the 2016 Fire Code, we were not given any specific information about the required equipment or the cost until ADS Security presented the Board with a proposal for a wired system for \$88,000 late in June of 2021.
3. The Board then sought bids for wired and wireless systems from ATP. The Board also consulted with the Brevard County Fire Marshall on several occasions. The Fire Marshall confirmed that these upgrades are, in fact, required per the 2016 Fire Code and must be done in 2021.

Carole Neubauer thanked Walter Stampley for his hard work in analyzing financial data and options. She then turned the meeting over to Walter Stampley to present the specifics of the options available to pay for the fire safety equipment upgrades required by the fire code.

Walter Stampley mentioned that the first proposal that was received was from our present fire safety vendor, ADS Security, for a wired system costing \$88,000. That proposal was rejected because it was so expensive. ADS Security advised Carole Neubauer that they do not install wireless systems.

Bids were sought from ATP for a wired system and a wireless system. ATP presented a proposal for a wired system for \$76,540. The wireless system from ATP would cost \$58,802.

Walt Stampley mentioned per information provided to us by ATP and the Fire Marshall, that the 2016 Fire code requires sounding devices in all sleeping rooms and the living/great room. A hardwire system is more expensive because it's labor-intensive and requires wires to be "pulled" from the fire alarm control panel through the building and into the units. It would take about 4 ½ - 5 hours per unit for the wires to be pulled and devices installed.

Walter Stampley added that he was initially concerned about the signal strength of a wireless system. The wireless system is a "mesh" system where the sounding devices communicate with each other within the units and with devices up and down and to the south and north. Therefore, if a specific device "failed", a nearby device would pick up the signal and the interior alarms would sound. Additionally, there will be receivers and transmitters on the 1st and 3rd floors to improve signal strength. ATP tested the devices in units 201, 202, 104 and 204. ATP is confident that the wireless devices will work well.

Len Brown asked how big the devices are and where they will be located. Walter Stampley said the devices are white and that the dimensions are 6 inches high, 5 inches wide, and 1.6 inches deep. They will be installed on the wall of the sleeping rooms and high on the wall in the living/great room. The batteries last about 2 years, and ATP or our current fire monitoring company will test the batteries at least annually and replace them if necessary, billing the condo for that cost. Betsy VanArsdall asked what circumstances make the alarm sound. Walt Stampley responded that if a handle is pulled on a fire alarm box located in the breezeways all interior and exterior alarms will make a sound. If there is a fire in a unit, the sprinkler system will turn on, the fire monitoring system will sense water flow and all the alarms in the units and on the breezeways will sound.

Walter Stampley then presented the following information which was shown on the Zoom screen:

ATP PROPOSAL
(WIRELESS)

\$58,502 Wireless system
\$58,502 - \$2,632 (Fire Suppression reserves)
DOES NOT REQUIRE UNIT OWNER APPROVAL.
Assessment - \$55,870
 $\$55,870/42 = \$1,330$ Avg.
High - \$1,662, Avg. = \$1,330, Low - \$1064.

OPTION 1:

Use \$26,424 of Deferred Maintenance Reserves
DOES NOT REQUIRE UNIT OWNER APPROVAL.
 $\$55,870 - \$26,424 = \$29,446$
Assessment - \$29,446
 $\$29,446/42 = \701
High - \$876, Avg. - \$701, Low - \$561

OPTION 2:

- Use \$26,424 of Deferred Maintenance Reserves
- *Use \$29,446 of Dock/Bridge Reserves

***(MUST HAVE APPROVAL OF UNIT OWNERS)**
NO ASSESSMENT NEEDED ASSUMING UNIT OWNERS APPROVE

OPTION 3:

- Use \$26,424 of Deferred Maintenance Reserves
- *Use \$20,646 from Parking Lot Reserves
- *Use \$8,800 from Dock/Bridge Reserves

* Requires Unit Owner Approval
NO ASSESSMENT NEEDED IF UNIT OWNERS APPROVE.

RECOMMEND OPTION 3:

1. LESS RISK THAN OPTION 2 BECAUSE POTENTIAL OF DOCK BEING DAMAGED DURING A HURRICANE IS GREATER THAN CONCRETE DRIVEWAY.
2. OPTION 2 & 3 REQUIRE NO ASSESSMENT IF UNIT OWNERS APPROVE.
3. WIRELESS SYSTEM IS LOWER COST OVER HARDWIRE SYSTEM.
4. USING ALL 3 RESERVE ACCOUNTS (DEFERRED MAINTENANCE, PARKING LOT, AND DOCK/BRIDGE) ADDS \$3,423 TO REPLENISH THOSE RESERVES FOR 2022 AT AN AVERAGE COST TO UNIT OWNERS OF \$82/YEAR.

Jim Fordham asked since the upgrade requirements come from the 2016 Fire code, why had the Board waited so long to implement the code. Carole Neubauer responded that, although these upgrades were part of the 2016 Fire code, they are not required to be implemented until there is an upgrade in the system, such as the installation of an upgraded fire alarm control panel. That upgrade took place late in December of 2020. She added that the specific details of the requirements were never communicated to any Island Cove board members between 2016 and 2020 by the fire authorities or by our current vendor, ADS Security. ADS Security had alluded to Walter Stampley and Carole Neubauer in 2019 that the replacement of the fire alarm control panel was going to be a “big deal”, but they provided no specifics even when requested until they presented their upgrade proposal in late June 2021. Jim Fordham stressed that the cost of battery replacement for the wireless devices will have to be part of the annual budget, and Walt Stampley confirmed that it will be included in the yearly budget.

Walt Stampley mentioned that he’d asked Carole Neubauer to interface with the Fire Marshall and ATP personnel. Carole Neubauer asked them pertinent questions about our existing fire safety equipment and the code upgrades for interior sounding devices to ensure that they were definitely required in our situation. Walt Stampley thanked Carole Neubauer for her hard work in addressing his questions and meeting on numerous occasions with the Fire Marshall and other fire safety personnel.

A motion was made by Pat Moore and seconded by Barb Park to approve the proposal from ATP to install wireless interior sounding devices in Building 343 for a total cost of \$58,502. The motion passed unanimously.

Carole Neubauer stated that in order to move \$20,646 from the Parking Lot reserves and \$8,800 from Dock/Bridge reserves into the operating account, there must be a majority vote of at least 22 unit owners by Limited Proxy that will be distributed to all unit owners on Wednesday, August 18th, and tallied at a special Board meeting on Tuesday, August 31st.

Carole Neubauer asked for a motion to approve the following wording on the Limited Proxy which will be distributed to all unit owners:

1. ARE YOU IN FAVOR OF MOVING MONIES FROM THE FOLLOWING RESERVE ACCOUNTS TO THE OPERATING ACCOUNT TO HELP COVER THE COST OF INSTALLING INTERIOR WIRELESS FIRE SAFETY DEVICES IN BUILDING 343 THAT ARE REQUIRED BY THE BREVARD COUNTY FIRE CODE.

Dock/Bridge/Pond Reserves Line Item 9512:	\$ 8,800
Roads/Parking Lot/Concrete Reserves line item 9540:	<u>\$20,646</u>
Total Reserves moved to operating account	\$29,446

A “Yes” vote means the Board will NOT have to levy a special assessment. A “No” vote means the Board WILL have to levy a special assessment of \$29,446.

A motion was made by Pat Moore and seconded by Barb Park. The motion passed unanimously.

Carole Neubauer stated that Limited Proxies will be e-mailed to all unit owners on August 18th. Carole added that to expedite the process of collecting completed Limited Proxies, she and Walt Stampley will contact individual unit owners and bring a Limited Proxy form to them for their signature.

Carole Neubauer stressed that we are working on a deadline, and that the installation of the fire safety equipment must be completed in 2021 per the requirements of the Brevard County Fire Marshall and thanked all the unit owners for their cooperation.

Carole Neubauer thanked the unit owners for their continued support.

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

Respectfully submitted,

Pat Moore, Secretary

Approved on: _____