

**Island Cove Condominium Association  
“Zoom” Board Meeting  
December 21, 2021, 4:30 P.M.**

**MINUTES**

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

**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 November 16, 2021 Board Meeting**

- Walt Stampley made a motion, seconded by Barb Park, to approve the Minutes from the November 16, 2021, Board Meeting, as presented. The motion passed unanimously.

**Treasurer’s Report (Walter Stampley)**

Walter Stampley reported the following balances as of November 30, 2021:

<b>Line Item</b>	<b>As of November 30, 2021</b>
Operating Account	\$ 57,325.67
Reserves Account	\$ 428,709.78
Total Operating/Reserves Account	\$ 486,035.45
Total YTD Income	\$ 296,801.64
Total YTD Expenses	\$ 292,076.79
Net YTD Income (Loss)	\$ 4,724.85

- Barb Park made a motion, seconded by Walt Stampley, to approve the November 30, 2021 Financial Report, as presented. The motion passed unanimously.

**Old Business**

**Clover Key, Inc.**

Carole Neubauer reminded the unit owners and residents that Clover Key, Inc. will be our management company as of January 1, 2021. Jennifer Vo and her staff have been setting up the Island Cove system since mid-December.

**2022 Maintenance Fee Schedule.** The 2022 Maintenance Fee schedule has been e-mailed to all residents as well as posted on both bulletin boards near the elevators. The 2022 budget will be posted on the Clover Key website as well as all other important documents and information. Jennifer Vo will make bi-weekly onsite visits, will interface with the Board, vendors and employees, manage contracts and assist the Board with finding new vendors if necessary. Clover Key will provide full-service bookkeeping and prepare monthly financial reports. They will manage the collection of maintenance fees through Appfolio.

**Appfolio Portal.** All unit owners should have received an e-mail from Clover Key Inc. on December 14<sup>th</sup> welcoming them to the Clover Key Appfolio portal. Unit owners must activate their Appfolio portal in order to set up the auto pay system for monthly maintenance fees. Any unit owner who didn't receive an e-mail from Clover Key about setting up their Appfolio portal should let Carole Neubauer know as soon as possible. Betsy VanArsdall asked if Clover Key will monitor Mike Park's duties. Carole Neubauer responded that these details will be worked out. For the time being, the procedures will remain as they are.

### **343 High Water Usage.**

Carole Neubauer mentioned that for several months the Board has been alerting Building 343 residents that water usage in that building has been quite high. We've asked residents to check their toilets and faucets for leaks as well as and their hot water heaters. We asked the residents to put dye in their toilet tanks to see if any of them are leaking.

The Building 343 water usage for the last 2 months has been extremely high at 131,000 gallons and 140,000 gallons. Carole Neubauer has been working closely with Cocoa Water. They've checked the meter early in December and last Friday morning at 10 a.m. they checked the meter while residents were not using any water. The meter showed that the 343 building is leaking 1 gallon of water per minute which equates to about 43,000 gallons per month. We were not able to locate the shut-off valve between the building and the meter. Walter Stampley and Mike Park will try and locate the valve. It is urgent that we find the source of the leak.

Cocoa Water provided us with dye tablets to check for leaks in the toilets. Jim Fordham and Steve Williamson have volunteered to go into each unit, with the unit owner's permission and at a time convenient to all, to check for leaks and make repairs if possible or give unit owners the name of a plumber to contact. Residents were sent an e-mail with instructions and contact information for Jim Fordham and Steve Williamson. It's important that we have this done as soon as possible. If leaks are not located, we may have to contact a leak detection service to locate the problem.

Vicki Bates expressed concern about the high water usage and the possibility that there is a broken pipe under the building. She also asked if the toilets and faucets were being checked in vacant units. Carole Neubauer responded that she has received permission from the unit owners to go into these units. In addition, Walt Stampley mentioned that he has checked Unit 202A and his own Unit 201A. He mentioned that it's important that the setting for the cut-off valve be set one inch below the overflow.

Carole Neubauer added that she monitors the bills for all five water meters. Carole Neubauer asked everyone to conserve water and thanked the unit owners for their cooperation.

### **343 Elevator.**

Carole Neubauer reported that she signed the proposal from Mowrey Elevator to rebuild the cab top which deteriorated due to water intrusion from the hoist way vent on the roof. Carole Neubauer stressed that it is safe for passengers to use the elevator.

### **Status of ATP Fire Safety Upgrade.**

The permit for the fire safety upgrade project has been issued by Brevard County. Once all the equipment has been received, the installation date for the interior wireless sounding devices will be scheduled. Unit owners will be informed when we are notified of that date.

**Roof Repairs.** Martin Roofing recently repaired units 407A (\$1100) and 104B (\$1422). Units 109B and 104B reported serious roof leaks on December 21<sup>st</sup>. Advanced Roofing Technology responded quickly to our call, identified the sources of the leaks in both units and scheduled the repair for Wednesday and

Thursday, December 22 and 23. The Gate House was repaired last week by Advanced Roof Technology for \$400.

Advanced Roof Technology is a local roofing company, and the Board is considering transitioning roof repairs from Martin Roofing out of Orlando to Advanced Roof Technology out of Melbourne. Carole Neubauer added that she has been pleased with Advanced Roof Technology and thanked Tony Laurretta for recommending them.

## **New Business**

### **Insurance Renewal.**

Carole Neubauer reported that we renewed our insurance with Acentria Insurance. Acentria's premium for 2022 is \$74,206 for all policies except flood. The property and wind insurance will be provided by the same carrier, and their premium for existing clients increased by only 7.5% rather than the expected 24%.

### **Spa Repair**

The leak in the spa was repaired by Suttons Pools. An electrical problem developed with the heat pump on December 20<sup>th</sup>. Walt Stampley reported that Aquacal verified on December 21<sup>st</sup> that there was no damage to the heat pump and that a new, better quality disconnect switch must be installed. Steve Witt will replace the switch on Wednesday, December 22<sup>nd</sup>. Carole Neubauer thanked Tony Laurretta and Walt Stampley for overseeing the repair of the spa and heat pump. Walt Stampley added that he was helping Tony who had to be off-site and that Tony will continue to oversee spa, pool and heat pump issues.

## **Discussion of Roofs**

### **Comments from "Roof Committee"**

Carole Neubauer mentioned that after the November 16<sup>th</sup> Board meeting and the subsequent presentations from Steve Scott of Advanced Roof Technology for metal roofs and representatives from Brava Tile and Carroll Bradford Roofing for synthetic tile, a group of unit owners asked to be on the agenda at the December Board meeting to talk about roof replacement issues and concerns. There was a third presentation by Steve Scott of Advanced Roof Technology discussing the pros and cons of Brava Tile.

Vicki Huet Bates (Unit 205A) spoke on behalf of the committee. She mentioned the following:

1. Tony Laurretta (Unit 109A) has worked with Advanced Roof Technology for 22 years on commercial projects without any problems. They are very experienced and knowledgeable.
2. Advanced Roof Technology would be qualified to install any type of roof: aluminum, synthetic tile or cement tile.
3. Steve Scott of Advanced Roof Technology presented a proposal for replacing the roofs on the 343 building, 343 garages and clubhouse with cement tile. Carole Neubauer and Walt Stampley, President and Treasurer of Island Cove, as well as members of the committee have reviewed the proposal.
4. Steve Scott stated in his proposal that it is his professional opinion that the roofs on the 333 townhome section do not have to be replaced at this time since they have peel and stick underlayment and that only corrective repairs will be needed. He estimates that the 333 roofs still have a life of 10 to 15 years.
5. The roofs on the 343 building and 343 garages need to be replaced as the underlayment is very brittle and old. Steve Scott's proposal included replacing the Clubhouse roof for material costs only if we sign a contract to replace the roofs on the 343 building and garages.

Vicki Bates mentioned that Steve Scott recommends concrete tile because it's heavier than synthetic tile and, carries a 12 year warranty versus a 5-year warranty for synthetic tile. Vicki added that the committee is still gathering information, including financing options for unit owners if faced with a large special assessment. Vicki Bates added that it would take at least 4 months for any product to be delivered after it is ordered and about 30 days to install.

Betsy VanArsdall added that she thought cement tile wouldn't require unit owner vote since the type of material is not being changed. Carole Neubauer verified that a unit owner vote would not be needed if the roofs are replaced with cement tile.

Carole Neubauer thanked the committee for gathering information and assisting the Board. Carole Neubauer reminded unit owners that she had clarified the Roof Replacement Process at the November 16<sup>th</sup> Board meeting. There are numerous factors that have to be considered by the Board before they can decide to replace any roofs in the complex. The financial impact of replacing one, two or all the roofs must be carefully considered before the Board decides to levy a special assessment.

The 2022 budget included a roof reserve analysis showing roof replacement costs for 343, 333 townhomes, 343 garages, and the clubhouse. The estimated life of each building was included in the reserve analysis. The combination of the roof replacement costs and the remaining life of the buildings was used to calculate the state-mandated roof reserves that must be collected through maintenance fees during 2022. The unit owners voted in favor of partially-funding the roof reserves in 2022.

The Board is still collecting vital information. Since the last Board meeting the Board felt we needed an accurate idea of the actual remaining life of the buildings. Steve Scott from Advanced Roof Technology as asked to inspect the buildings to determine their remaining life. That information is included in Steve Scott's proposal. Carole Neubauer mentioned that Steve Scott stressed to her that replacing roofs is a big expense and one which cannot be entered into without careful consideration.

The Board will analyze the replacement costs outlined in Advanced Roof Technology's proposal and calculate the impact on reserve funds as well. The Board will also ask Steve Scott for the new life cycle of the 343 building, garages and clubhouse if they are replaced with cement tile. At this point, it would be premature for the Board to make a final decision until we complete our analysis and recalculate replacement costs and financial impacts, including the impact on reserve funds.

Walt Stampley pointed out that the type of roof material is important but hiring an experienced and trustworthy roofer to install the new roofs is an even greater consideration.

Betsy VanArsdall inquired if our insurance would be reduced if we replaced the roofs. Carole Neubauer mentioned that she had spoken to the insurance company. Replacing the roofs would not result in a significant reduction in insurance. The key factor with insurance companies is the type of roof system you have. Insurance companies look favorably at a 2-layer system which we have. We also have the option of putting a second underlayment with Steve Scott's proposal which might result in a reduction in insurance. Walter Stampley mentioned that we would be in a better position for carriers to quote insurance if the 31-year old roofs were replaced.

## **Director Reports No Reports**

**Trash & Recycling.** Carole Neubauer mentioned that communication from Waste Management seems to be improving as they have been notifying her if there are problems with picking up trash and recycling.

### **Carole Neubauer – President**

- Units for Sale. Unit 203A has been sold. The closing is scheduled for early January. Unit 109B is for sale.
- Clubhouse/restroom vandalism. Carole Neubauer mentioned that some minor vandalism had recently occurred in the Clubhouse and pool restrooms. She requested that all residents be vigilant and stressed that we need to develop a plan for security cameras around the complex. Tony Laurretta is gathering information to present to the Board.
- Covid-19 update. The Board recommends still following the guidelines that are in place, as there is another surge in Covid-19 cases from the Omicron variant. The north and south 343 white security gates and the lobby door will remain propped open during the day and closed at night so that residents feel comfortable going in and out of the building. The Board suggests that residents use face masks and exercise social distancing.
- Committees. It is the recommendation of this Board that the committees we have to monitor the clubhouse/pool, gate & parking stay in place. Carole Neubauer asked for volunteers to serve on these committees. Carole will send an updated schedule to start in January.

### **Unit Owner Comments – No comments.**

Carole Neubauer thanked the Board and the unit owners for attending the meeting and for their continued support. She wished everyone a Merry Christmas, Happy New Year and safe travel.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Pat Moore, Secretary

Approved on: \_\_\_\_\_