

Paradise Shores Apartments.Inc.
Board of Directors Meeting - Clubhouse
May 10, 2022 - 7:30PM
APPROVED MINUTES

Call to Order: President Bill Schaffer Jr.

Roll call: Secretary Pat McCann

Directors/Alternate Directors: Mary Bizzarri, Lois Barros, Dennis Moore, Tina Morrison, Bobby Raposa, Peter Lopez, Joe Colon, Pat McCann, Gene Zombory, Gail Brock. **Directors at Large:** Mike DeBrito Jr., Bill Schaffer Jr.

Consideration of Agenda: None

Reading of the previous minutes:

April 12th, 2022 Board Meeting minutes* **A motion to approve** the previous minutes AS DISTRIBUTED to the board was made by Tina Morrison, 2nd by Gail Brock.

Motion carried (unanimously). (Minutes to be available in the clubhouse binder)

Treasurers Report:

March 31, 2022 Treasurers Report*: **A motion to approve** the March 2022 Treasures Reports as read was made by Mike DeBrito, Jr., 2nd by Mary Bizzarri.

Motion carried (unanimously). (Treasurers Reports available in the office)

Correspondence:

1. A letter from Ed Brown in reference to the Associations request that he remove his patio.
2. A letter from Lynne Kramer's Attorney in reference to her patio.

Neither letter read or distributed due to potential litigation. Referred to Association Attorney Remove from Agenda

Committee Reports:

Blue Book: Rule changes Approved in April 2022 will be incorporated into the Blue Book or as policy directive as appropriate.

Budget: Still working to move the old component reserves over to Pooled Reserves.

Election: President Schaffer reported that their attorney stated that the Association conducted the election properly and if the Association had accepted nominations from the floor that the entire election could have been thrown out.

Grounds: President Schaffer reminded owners to get specifications committee approval before ALL landscaping activities outside of their unit. Illegal landscaping may be corrected by the association and the costs to do so billed to the violator. Please simply follow the process.

* report attached to minutes

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Contract-Insurance: President Bill Schaffer reiterated that the association will need to replace 8 roofs between this year and next due to the insurance crisis as mentioned by our insurance agent last month. We will also need to start addressing the aluminum wiring issue. Both of these will require a special assessment. The amount is unknown at this time. Bill asked for volunteers with electrical, contracting, and insurance to step forward.

Maintenance: President Bill Schaffer advised that plumbing is an ongoing issue. Owners need to stop flushing inappropriate items down the sewer lines. Owners also advised to maintain their A/C units with the warmer weather here. Bill stated that owners must have their units checked and maintained in their absence. This is their responsibility. Association will seek reimbursement from owners found to be negligent. Water, sewer, and natural gas lines are failing at an accelerated rate. (Maintenance reports available in the office)

Sales & Rentals: Sonja Lopez reported the following April interviews:

Sales: 4/4, 7/21, 5/18, 2/9

Rentals: 3/16

Deed Changes: 0

Neighborhood Watch: President Bill Schaffer discussed keeping items secured.

Specifications: Wally Maire excused. Approvals to be reported at then next board meeting.

Compliance: Multiple rule violation letters again sent to owners. The board will be referring several cases to the Association Attorney for enforcement. President Schaffer reminded the owners that our rules require the owner to pay the Associations legal costs for any rule enforcement actions so please comply when asked.

Legal Affairs: Sonja reported that there was a meeting with the new attorney at Becker and Poliakoff and he will be handling the patio issues along with other legal issues and she expects things to move faster.

Old Business

Patios: The issue is working its way through the process. It has been turned over to the new attorney to resolve. Remain on agenda.

Building 14 2nd floor ceiling repairs: We have 2 units to go and hope to complete those as we enter the rainy season and cannot work outside. Remain on agenda.

FPAT professional reserve study: Planning to ask owner approval to remove old component reserve funds to the established pooled reserve accounts. Remain on agenda

Building #9 plumbing: Inspections of Building 8 & 9's sewer lines should occur this month. Remain on the Agenda

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Ways & Means Committee: Peter, Larry, and Gail to be asked to investigate the possibility of a larger property wide repair program and how to finance it. Bill asked the ways & means committee to inspect each building for potential repairs and to report back to the board with a punch list of needed repairs. Remain on the Agenda.

Flood insurance: Appraisal Company has agreed to reduce their inflated appraisal. This will save us money for years. Remain on the Agenda for a final total premium.

Attorney Engagement: Becker & Poliakoff Law Firm of Tampa has been retained. Remove from Agenda.

Parking: A motion to limit the long term storage of vehicles while the owner/renter is away for greater than 14 days to the owner/renters carport, and to prohibit the long term storage of an owners/renters vehicle from the Associations “guest” spots when the owner is away for more than 14 days was made by Joanie Ross, 2nd by Tina Morrison. Much discussion ensued.
Motion Carried (unanimously). Remove from Agenda.

Rentals: A motion for the Association to collect one month’s rent, as security, for damages to the Common Elements, from the tenant of all rentals of a unit that occur with the signing of a lease of a unit AFTER the passing of this motion was made by Peter Lopez, 2nd by Gail Brock. Much discussion ensued & Gail Brock motioned to amend to request that landlords provide the tenants credit report.

Motion WITHDRAWN. Remove from Agenda.

Janet Naylor Letter: Settled under our revised low level security lighting specifications passed last month. Remove from Agenda.

New Business:

A motion to modify Spending Policy Directive 99-1* as follows:

1. Purchases requiring one Executive Officers approval increased to \$1,000 from the current \$300.00 limit.
2. Purchases requiring two Executive Officers approval increased to \$1,000 to \$10,000 from the current \$300.00 to \$2,000 limit.
3. Purchases to be approved by the Board of Directors increased to \$10,000 and above from the current \$2,000 limit.

was made by Mike DeBrito, Jr., 2nd by Tina Morrison.

Motion Carried (unanimously). Remove from Agenda.

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President's Comments:

Dumpster*: We have a BOARD APPROVED policy for use of the dumpster. It requires that the dumpster be locked when maintenance is not on the property. No electronics, furniture, bulky items, and etc. will be accepted. Anyone caught dumping unapproved items by the dumpster WILL be charged for their removal and disposal. We DO have a camera outside of the maintenance garage.

Complaints: We have a process to follow. Please follow it by going to your building director first.

Courtesy: Bill reminded the owners that your board and activities crew are all volunteers who can always use help. He asked that more owners step forward to help and stated that many hands make light work.

Plumbing: The problem with owners flushing improper items has increased. Owners again reminded that the association is starting to employ a camera to check for the cause of obstructions and responsible owners and if it is narrowed down to an individual unit that the specific owner WILL BE ASSESSED for the costs involved.

Part-time residents: President Bill Schaffer reminded those who will be heading back north to make sure any outside items are stored in their units and that arrangements are made for someone to maintain the a/c condensate line.

Special Assessment: – President Schaffer again stated that it is becoming clear that a special assessment is unavoidable. The Fire Marshal's inspection resulted in a lot of additional work for Maintenance and A LOT of additional money spent to conduct required repairs. A reminder that the Fire Marshal noted a discussion with female complainant. Whoever complained, you only hurt everyone.

Question & Answer Period:

Maria Dominguez asked for clarification as to the board's opinion that 8 roofs will cost \$1 million dollars. President Schaffer outlined that each roof will cost at least \$125k and that is where the \$1 million dollar estimate came from.

Next Meeting is October 11, 2022 at 7:30 pm in the Clubhouse.

A motion to adjourn the meeting was made by Pat McCann, 2nd by Peter Lopez.

Motion carried. Meeting adjourned at 8:00 pm

Pat McCann
Secretary

* report attached to minutes

Budgetary Highlights for March 2022

Statement of Revenue and Expenses

	March MTD		March YTD	
	Actual	Budget	YTD	Budget
<u>Revenue</u>				
Monthly fees	156,510.57	156,505.00	469,447.70	469,515.00
Income earned from operations	2,262.00	1,530.00	7,641.62	4,590.00
Interest earned	8.46	30.00	27.07	90.00
Total revenue	158,781.03	158,065.00	477,116.39	474,195.00
<u>Expenses:</u>				
Operations	38,901.99	39,322.67	111,352.35	117,968.00
Maintenance	12,413.30	7,200.00	23,355.71	21,600.00
Utilities	25,401.18	20,959.00	69,077.05	62,877.00
Insurance provision	62,633.33	62,633.33	187,899.99	187,900.00
Reserve fund provision	27,950.00	27,950.00	83,850.00	83,850.00
	167,299.80	158,065.00	475,535.10	474,195.00
Net Income	(8,518.77)	-	1,581.29	-

Balance Sheet Highlights:

Assets:

Operation Cash	10,719.98
Contingency Cash	603,691.82
Reserve Cash	521,784.18

No: 99-1

Policy for the Approval of Expenditures

In the absence of a formal contract that clearly identifies the service that will be provided to the Association, together with the related cost, all expenditures by the Association must be supported by a Purchase Order that has been authorized in accordance with the following limitations:

(a) Persons authorized to sign Purchase Orders:

President
Vice President
1st Vice President
*Secretary
*Treasurer

(b) Limitations on authority:

Purchases not in excess of \$300.00:

May be authorized by any one of the above listed Officers;

Purchases between \$300.00 and \$2,000.00:

Must be authorized by any two of the above listed Officers;

Purchases with a total cost in excess of \$2,000.00;

Must be approved by the Board of Directors.

(c) Purchases from the Petty Cash Fund shall not be in excess of \$25.00, and may be authorized at the discretion of the Office Manager.

The Board of Directors recognizes that emergency conditions may be encountered that requires action that is not consistent with the above policy and limitations. In such event, the person taking such action shall immediately convey notice of such action to the President of the Association.

* - may authorize purchases only when the aforementioned Officers are absent

Adopted by the Board of Directors
March 2, 1999

Paradise Shores Apts. Inc.
Board of Directors Meeting-Recreation Hall
December 13, 2005 -- 7:30PM

Old Business:

Litigation/ Frescura: Settlement has been reached and a check for \$ 10,000 has been deposited in our bank.

Campo/Door Building # 4: Pending Mediation

Non Approved windows Building # 1: Vice President Phyllis Jackston reported that this item has been resolved, as new window have been installed.

Disposal of Appliances & Furniture*: Larry Crosby read a report from the committee on the use of the dumpster. He made a motion seconded by Dick Brown that the following recommendations be approved:

- (1) The dumpster should be locked when the maintenance crew is absent the premises.
- (2) Disposal of any item brought to the dumpster by a resident shall be at the discretion of the maintenance supervisor, provided that disposal shall not be unreasonably withheld.
- (3) Prohibit specifically sofas, mattresses/box springs, bulky, oversized easy chairs and major appliance such as stoves, refrigerators, and dishwashers etc.
- (4) Create and post a list of people and organizations that will dispose of restricted items for a reasonable fee.

Motion carried

New Business:

Washers/Dryers

The company, without the knowledge of the Association, raised the cost for the use of the washers and dryers. Vice President Phyllis Jackston called the company and had them come out and put the prices back to the prices agreed to in our contract, .75 and dryer .50.

Lock on Laundry Rooms: After much discussion it was agreed to table this until next meeting.

Office Computer*: A motion to purchase a new computer for the office in the amount of \$906.28 was made by Mildred Zielinski seconded by Bernie Chisholm.

Motion carried

Paper Dumpster/ Court case: Phyllis Jackston reported that the lady who threw her garbage in our paper dumpster was taken to court and she was fined \$350.00 and she received 6 months probation.

The maintenance coupon books for 2006 have been distributed and a list of fees for 2006 has been posted in each of the breezeways.