

**Grand Caribbean at Perdido Key Homeowner's Association**

**DRAFT**

**Board of Director's Meeting Minutes**

March 9, 2019

13351 Johnson Beach Road, Pensacola, FL

**1. Call Meeting to Order**

Les Jones called the meeting to order at 9:00AM CST

**2. Roll Call to Establish Quorum**

Board Members Present: Les Jones, President  
Jacob Ingersoll, Vice President  
David Hamner, Treasurer  
Betty Sheets, Secretary  
Carl Shackelford

Key Concepts Management David Hubbell, CAM

Owners Present: Carol Jones – 413W  
David & Marilyn Farrow – 401E  
Barbette Driver, 404E  
Chris & Jenny Mayer, 415E  
Debby McBride, 416E  
Dan Walborn, 302E  
Lynnette Boudit, 405W  
Dinah King, 304W

**3. Proof of Notice of Meeting**

Notice was posted on the property 48 hours prior to the meeting in accordance with the Grand Caribbean governing documents and Florida Statute 718. It was pointed out that the date and time of the meeting were missing from the agenda.

**4. Approval of Previous Meeting Minutes**

Jacob Ingersoll made a motion to approve the Board of Director Meeting Minutes from January 12, 2019. David Hamner seconded the motion. All were in favor and the motion passed unanimously.

**5. Report of Officers**

**a. Finance – David Hamner**

David Hamner reported that the Grand Caribbean Treasurer's Report for the month ending January 31, 2019 had revenue of \$63,991 and expenses totaling \$49,662.

Mr. Hamner reported that the revenue was in line and the significant expense variances were:

1. Maintenance salaries were \$2,445 below budget.
2. Insurance package renewal was \$1,414 less than budgeted.
3. We had \$569 of coupon books that will not appear next year due to change of bank accounts.

Mr. Hamner further reported that the association had five Owners who were in arrears and they were Samuels, 415W in the amount of \$62.60, Odem, 108E in the amount of \$2,659.80 (this unit is in probate), McSweeny, 107E in the amount of \$420.00 and Curry, 302W in the amount of \$1,215.00.

**b. Maintenance**

Jacob Ingersoll reported that he and his committee met with Key Concepts to assess maintenance issues of the property. The Committee plans to meet to review maintenance or cleaning issues every other month prior to the Board Meeting. It was reported that there are 3-page checklist of repetitive tasks that are required of the maintenance staff.

Mr. Ingersoll reported several items that were on the list the Committee found on a walk through of the property:

- Loose soffit front of East Building
- Painting of the pool decks
- Painting lines in Parking Lots
- Asphalt ruts by dumpster in East Parking Lot
- Removal of the pvc pipe from the pond

Cleaning Custodial was asked to do a better job of cleaning of stairwells by sweeping one day and blowing one day which should result in cleaner stairwells as well as removing of pooling water after rains

Faithful Pools needs to be asked to replace tiles missing from a pool, which was reported as an ongoing issue. A review of their contract is requested.

Pool chairs with broken straps need to be sent o be repaired

It was noted that there is new conduit on the 1<sup>st</sup> Floor that needs to be painted. Mr. Jones stated that this conduit holds the fiber optics necessary for the TV and Internet.

Mr. Ingersoll stated that there is no reason for association to pay for replacing sprinkler heads that should be the responsibility of replacing if the Owner has them painted.will be the responsibility of the owners if they are painted. It was stated that it would be the same as tampering or vandalizing common area equipment. Making this a Rule Violation was tabled until next meeting.

Mr. Ingersoll stated that the fencing around the backflow at the west building had been completed and in fact the temperature inside the fence was much warmer. Fencing around the backflow at the east building will be more difficult because of a steep grade around the backflow and the Board is working on options for fencing which will be different than the West Building, however, it is more protected from the weather.

### **c. Building**

Carl Shackelford reported on the following building issues:

- Network Communications – Mr. Shackelford, Les Jones and David Hubbell met with the Sales Director of Network Communications on Friday and were promised a copy of the final contract, which this board has never seen. The current speed for Internet is 30Meg and was reduced from 50 Meg when the sports package was included. Beyond a copy of the contract, members of the Board requested that a list of the channels and service issues be addressed. The Sales Director indicated that WiFi was also supposed to be available in the Common Areas and the Pool Area. This month is the first anniversary of having Network Communications on the property.

It was suggested a Google form would be created so that Owners could report date, time and problem that was reported to Network Communications so that the Board has better information of service issues which are currently not showing up on Network Communications report.

In the meantime, quotes from AT&T and COX are being obtained and if Network Communications does not perform to provide better service in 90 days this Board will consider other options. We would never go back to hospitality Internet.

David Hamner stated that Network has replaced boxes in his unit and his guests have had less issues and he has also been able to access Amazon Prime.

- Boardwalk Steps – the previous Board agreed to put steps at the end of the Boardwalk. Contentions with the easement that we had with Sandy Key and Parasol. The Board continues to review this issue and has spoken with the county. A meeting with the Board of Sandy Key is planned for the future.

Les Jones stated that the Board in 2018 approved the steps at the end of the Boardwalk and approved to spend \$8,000. After the fact Mr. Jones brought up the situation if in fact we could build it.

Mr. Shackelford stated that we have to speak with Sandy Key to get permission before moving forward.

Mr. Jones suggested the maintenance and custodial staff arrange the sand bags on replace or replenish on a regular basis. The Board was reminded that this would make the association liable for the sandbags.

It was suggested that Owners advise guests that the Boardwalk is access to the beach from the East Building.

It was suggested a Board to Board Meeting be scheduled with Sandy Key!

- Security Cameras – Carl Shackelford stated that an RFQ was created so that all contractors were bidding the functional specifications. AVS bid \$12,867

and Southeastern Telephone bid \$10,895, Patriot Technologies abstained and did not want to quote to our specifications. An electrical company has been contacted to give us a quote on the elect requirements prior to installation of the cameras. Mr. Shackelford stated that either company could perform the RFQ.

After review by Les Jones, Betty Sheets made a motion to accept the bid of AVS in two Phases to total \$8000 for the first Phase this year and the second Phase could be completed the following year. There was no second to the motion.

After further discussion, Jacob Ingersoll made a motion to accept AVS bid of \$12,867 of a 10-camera system with an additional amount of up to \$1000 for electrical work that is required at the entrance gates that is not included in either bid to install the camera system. An Annual maintenance of \$75/monthly, \$900/annually is in addition to the \$12,867 amount. Carl Shackelford seconded the motion. All were in favor and the motion passed unanimously.

Betty Sheets stated that she had heard from Severance Security regarding a security guard for this summer as they were working on scheduling. It was decided that an armed security guard should be on property from Memorial Day weekend, May 24<sup>th</sup> until the second weekend of August and then again Labor Day weekend for 5 hours (8:00 pm until 1:00 am). Ms. Sheets agreed to work up the calendar for 40 nights plus 10 hours on both July 3 and 4<sup>th</sup> and circulate to the Board members for approval prior to sending to Severance Security. The budgeted amount is \$6,000.

David Hamner made a motion that we let Severance Security know that we want to use their services and we will send them a calendar. Betty Sheets second the motion. All were in favor and the motion passed unanimously.

Betty Sheets agreed to make up the calendar and send to the Board for their approval prior to sending to Severance Security.

#### **d. Landscaping**

- Hillside Erosion - Betty Sheets reported that her Committee was told the first priority of the Landscaping Committee was the hillside erosion between the East and West Building, which has gotten worse over the past several months. Some landscape company solutions to the issue were filling in with soil and or sodding the hill. Soil would wash away and sodding would be expensive. A quote from Ken Griffin our current landscape contractor recommended placing a basin at the top of the hill inside the fence and a basin at the bottom of the hill with a pipe running from one basin to the other in the amount of \$2100 and further planting a total of 30 Silver Saw Palmettos and 30 Junipers for an additional \$2570. This amount includes sod around the plants as well as mulch.

After discussion, Jacob Ingersoll made a motion to accept the bid of Ken Griffin Landscape Contractors to repair the hillside erosion with two collection

basins with a pipe running between the basins, 30 Silver Saw Palmettos and 30 Junipers in the amount of \$4,670. Carl Shackelford seconded the motion. All were in favor and the motion passed unanimously.

- Landscaping around pool - Betty Sheets reported another landscaping issue is the debris flying into the pool and had received a bid to place stone on either side of the pool at the west building in the amount of \$13,456 to help eliminate debris in the pool. Ken Griffin had suggested a Bahama Rock or Crimson Stone but had not given the Committee a quote. Ms. Sheets asked the Board for suggestions.

Les Jones suggested digging down around the pool deck and installing 8" tall red edging be installed at about a cost of \$500 and the maintenance staff would install the edging. The Committee will look into this possible solution. It is noted that the sand will still blow into the pool as well as palm tree debris.

- Mulching - Betty Sheets reported that she had received a quote to mulch around both buildings in the amount of \$7000. Pine straw was suggested however it was noted that pine straw affects the pool ph.

It was suggested that at the back of the buildings the dirt be dug down and black landscaping cloth be placed before mulch is placed. It was suggested maintenance staff could do this project.

It was further suggested that Black Cypress Mulch be used. It was further suggested that the Committee look into Recycled rubber mulch for the back of the buildings. The Landscaping Committee will research these options.

Betty Sheets further reported the palms will be trimmed in April or May prior to the busy rental season. Ms. Sheets also reported Ken Griffin Landscaping will be removing all dead bushes when they are doing maintenance and at some point we will get quotes to replace the plantings.

Question was asked about the pool water eroding the lawn as well as killing our grass. Faithful Pool is being asked to give us a quote to reposition the pipes into the flowerbeds.

Ms. Sheets also stated that the association owns a seed spreader and rye and Bermuda had been spread on the hillside. Bermuda will now be spread in needed areas through the year. Ken Griffin Contractors suggested seeding of Bermuda as we already have Bermuda grass. Spreading of seed by maintenance staff is cost saving.

Ms. Sheets stated she had three members on her landscaping committee and encouraged anyone who wanted to join the team is welcomed. The Landscaping Committee is a working Committee and has repositioned the White African Iris at the West Building and working on removing knock out roses from the the backside of the buildings.

## **6. Other Business**

Storage Units – statements were mailed out and fees are now due. Please contact Key Concept if you own a storage unit and have not paid for 2019.

Hang tags – Betty Sheets suggested using current Maintenance Hang Tags with a statement on the back to make Owners/Guests aware of the no towel rule on balcony. Les Jones has created a Rule Violation hangtag that will be sent to a printer. Rules and Regulations are posted at the elevator should be added to the hangtag. David Hubbell will send to printer once Board has finalized the template.

Bulletin Boards – Betty Sheets stated that the current bulletin boards are untidy and need to be a little larger to hold all the information. The bulletin boards do need to be locked.

David Hamner made a motion to purchase two bulletin boards at a maximum of \$250 per bulletin board. Jacob Ingersoll seconded the motion. All were in favor and the motion passed unanimously.

Ceiling in Elevators – it was suggested that the ceiling in the elevators needed to be painted as the paint is peeling and suggested a lighter color. Jacob Ingersoll agreed to look into this issue.

**4. Scheduling of Next Board Meeting**

The next scheduled Board Meeting will be held May 18, 2019.

**5. Adjournment**

Jacob Ingersoll made a motion to adjourn the meeting. Betty Sheets seconded the motion. All were in favor and the motion passed unanimously.

Meeting adjourned at 11:25 AM

Submitted by,

Betty Sheets, Secretary  
Grand Caribbean at Perdido Key Owner's Association, Inc.

Grand Caribbean at Perdido Key Owners' Association, Inc.  
c/o Key Concepts Realty, Inc.  
13880 Perdido Key Drive, Pensacola, FL 32507  
850 492-5462 (Office) 850 492-5924(Fax)

## **RULES & REGULATIONS**

### **EMERGENCY NUMBERS**

Emergency	911
Escambia County Sheriff	850 436-9620 – Responds 24 hours
Association Maintenance	850 492-5462
Vacation Rental Maintenance	Call your rental company
After Hours Maintenance Emergency	850 378-7275 (Dave Hubbell)

### **PARKING RULES**

1. **All vehicles (Passenger Car, Pick-up Truck and Motorcycle) must have a parking decal or parking pass obtained from Key Concepts.** Owners and Rental agents are required to issue parking passes to all Guests.
2. No large trucks, motor homes or other oversize vehicles including boats and trailers.
3. **Vehicles WILL BE towed if a valid parking pass is not displayed.**

### **POOL/HOT TUB AREA RULES**

1. Pools/Hot Tubs are open from **8:00 a.m. to 10:00 p.m. NO EXCEPTIONS**
2. **No lifeguard on duty. Swim at your own risk.**
3. **NO Children under 13 should be UNATTENDED IN THE HOT TUB.**
4. **NO Children under 14 should be UNATTENDED in the POOL.**
5. **NO FOOD, SMOKING, GLASS CONTAINERS OR PETS (Refer to Pet Rules) permitted within the pool or hot tub fenced area.**
6. Owners and Guests are requested to shower off sand before entering the pool.
7. Any person, who is incontinent, or not fully potty trained, **must wear SWIM DIAPERS at all times while in pool.** Diapers must be changed prior to entering the pool and immediately after leaving the pool. DO NOT dispose of used SWIM DIAPERS in pool garbage containers.
8. Owners and Guests must remove all items from the pool area. Items left in pool area will be disposed.

### **PET RULES**

1. **Owners ONLY are permitted to have pets. NO EXCEPTION**
2. **Pets are NOT PERMITTED in the pool area per Florida State Statute; \$500 fee for violation.**
3. Keep pets on leashes at all times they are in the common areas and clean up after your pets.
4. Owners will be held responsible for themselves or their guests who violate Pet Rules at a fine of \$150 fee per occurrence (not on leash and not cleaning up after pet).
5. Appropriate documentation required for service pets brought in by guests.

## **GARBAGE RULES**

1. No garbage bags, containers or other disposable items may be placed on the walkways. Please bring all of your trash to the dumpster located in the parking lot.
2. ONLY household garbage in dumpster only

## **REMODELING RULES**

1. Owners remodeling a unit must submit Owner Unit Remodeling Form to Key Concepts prior to start of project.
2. Owner violation fee of \$500 failing to submit proper documentation.
3. Owner, contractor or service vehicle trailers permitted 8:00 a.m. to 5:00 p.m. for delivery ONLY.
4. Owner or Contractor will NOT place construction debris in dumpsters.

## **NOISE RULES**

1. Quiet Hours are 10:00 p.m. to 8:00 a.m.
2. No loud music, excessive noise or other disturbances will be allowed at any time.

## **COMMON AREAS RULES**

1. Grills and flammable material of any kind are not allowed on patios/balconies.
2. Personal Items may not be kept on the walkways at any time.
3. Canopies of any kind are not allowed.
4. No towels or other objects may be hung over balcony rails at any time.
5. Luggage carts are provided for owners and their guests and riding on carts is strictly prohibited. Carts are to be returned to elevator area immediately after use.
6. Children must be supervised at all times.
7. Grand Caribbean is not responsible for lost or stolen items.

### **General Well Being of Community:**

Each person, whether it be Owner or Guest shall have due regard for the comfort, convenience and pleasure of other occupants of the community.

In this connection, no person shall permit any nuisance, including but not limited to the making of excess noise, smoking outside designated area, or carrying on any activity that is in violation of any state law or county ordinance.

Grand Caribbean website: <http://www.gulfcoastarea.com>  
[david@gulfcoastarea.com](mailto:david@gulfcoastarea.com)

Grand Caribbean at Perdido Key Owners' Association Inc.  
Board Approved on January 12, 2019

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c/o Key Concepts Realty, Inc.  
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850 492-5462 (Office) 850 492-5924(Fax)

## RULE VIOLATIONS

- **Parking**
  - Owners and guests must display Parking Pass at all times
    - Vehicles are ticketed and towed after 24 hours
  - No large trucks, motor homes or other oversize vehicles including boats and trailers except for deliveries.
    - Vehicles will be Towed
  
- **Pool Area Violations**
  - Smoking, Food, Glass
    - Owner may be fined \$50 per violation
  - Pets
    - Owner fined \$500 fee per violation
  - Excessive Noise; Foul Language; Loud Music
    - Notify Sheriff's Office
  
- **Pets (Owner & Guest)**
  - Pets off leash or not picking up after pets relieve themselves
    - \$150 fee per violation
  - Pets in the pool
    - \$500 fee per violation
  - Owners that Rent to Guest with Pets
    - Warning with Telephone Call, Email Notification and Door Posting - Guest has 24 Hours to remove pets; Thereafter \$150 per day fine imposed
  
- **Remodeling**
  - Owner must submit Unit Remodeling Form prior to start of construction
    - Owner pays \$500 if proper documentation is not submitted
    - Owners remodeling a unit must make arrangements to dispose of their waste materials. Owner will be charged excess garbage fee of \$250 if such arrangements are not made.
  
- **Common Area**
  - Towels or anything else hanging on Balcony
    - Notification to abide by Rules & Regulations; Owner may be fined \$25 for repeat offenses

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