

**Grand Caribbean at Perdido Key Owners' Association, Inc.**  
**Board of Director's Meeting Minutes**  
January 16, 2021  
Key Concept Realty, 13880 Perdido Key Drive, Pensacola, FL 32507

**1. Call Meeting to Order**

Dan Walborn called the meeting to order at 9:07 AM CST

**2. Roll Call to Establish Quorum**

Board Members Present:     Sam Myers  
                                      Dan Walborn  
                                      Chris Mayer  
                                      Rick White  
                                      Betty Sheets

Owners Present:

Jenny Mayer, 416E	Daryl Samuels, 415W
Barb White, 301E	Fran Optiz, 405E
Barbette Driver, 404E	Ken Brown
Susie Trettel, 408W	

Owners on Conference Call:

Debby McBride, 416E	Theresa Earhart, 301W
Linda Walker, 315E	April Wight, 102W
Cheryl Broussard, 215E	Ann Salzar, 203W
Peggy Hammes, 113E	Donna McSweeney, 107E
Jim Tatum, 114E	Susan Carleton, Southern Realty
Rick Wilderman, 302E	Mike McKinnon, 417W
Tanya Bromley	Dinah King, 304W
Jeff Kanaovicz, 213E	John Ward, 104W
Priscill Cooper, 402E	Susan Luster, 103W
Dianne England, 303W	

Management Present:       Beth Ross, Key Concept Realty, Inc.

**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.

**4. Approval of Previous Meeting Minutes**

Rick White made a motion to approve the Board of Director Meeting Minutes from December 5, 2020. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

Rick White made a motion to approve the Special Board of Director Meeting Minutes from December 30, 2020. Chris Mayer seconded the motion. All were in favor and the motion passed unanimously.

## 5. Report of Officers

President, Dan Walborn reported that the Assessment would not be discussed at this meeting.

### a. Finance – Rick White

Rick White reported that the Grand Caribbean Treasurer's Report for the month ending December 31, 2020 had revenue of \$61,842.53 and expenses totaling \$86,031.53. Mr. White stated that we are in good shape with \$19,851 under budget for 2020,

Mr. White reported that three Owners were delinquent: Sparrow, 113W in the amount of \$1840.00, Morill, 202E in the amount of \$1497.00 and Curry, 302W in the amount of \$4045.87. Mr. White stated that Owners who could not pay their HOA fees were responsible for contacting Key Concept if they were having problems paying the fees.

The Grand Caribbean books will be audited by an outside CPA for 2020 and in 2022 there will be a full-blown audit.

Mr. White reported that Maintenance Supplies was \$8000 over budget, Hurricane Sally repairs was \$76,365.40, Plumbing repairs was \$16,000 over budget and there was an insurance shortage. Mr. White had requested clarification from the Key Concept bookkeeper however, it was not received by the time of the meeting.

Mr. White further reported that the insurance company had approved an advance of 1MM and that the Board needed to vote on the distribution of these funds.

Rick White made a motion to pay Phoenix Catastrophe Company \$250,000, Restore Masters (Roofing) \$250,000, First Choice Services (General Contractor for Interior) \$250,000 and Strategic Claims Consultants (Public Adjuster) \$100,000 with the remaining funds to stay in reserve until further notice of \$150,000. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

## 6. Old Business

### a. Roofing Update

Rick White reported that BECI Engineers has inspected the roof work currently being done by Restore Masters and said they were well pleased with the work being done.

Mr. White further stated that all compromised decking had been replaced and any other bacterial issues will be addressed by the general contractor before the ceilings are enclosed.

The roofing permit was issued December 30, 2020 and is responsible to the 2017 building code, however, BECI has engineered the roof over and above the 2017 building code.

### b. Unit Reconstruction Update

Rick White met with the General Contractor, First Choice Services. Joe Ernest, the Owner of First Choice Services is requesting that ALL Owners contact him by email First Choice Services at [Joe@firewindwater.com](mailto:Joe@firewindwater.com) to accomplish the following:

1. Request a Meeting to schedule a walk through for individual units.
2. Discuss the scope of work that needs to be completed.
3. First Choice will schedule a One (1) hour meeting.
4. Owner may request First Choice to perform any work over and above what the HOA Insurance will be responsible for (Scope of Work yet to be determined) and First Choice will give Owner a price for these services.
5. All communications with First Choice will be in writing.

**It is the Owners responsibility to contact First Choice. Owners who do not respond via Email, First Choice will only perform the work that is approved by the scope of work authorized by the HOA Insurance.**

Mr. White answered questions posed by Owners:

To date, HOA Insurance Company states scope of work is sheetrock and tape only. Florida Statue is different.

Clarification of the HOA insurance responsibility is still on going. Replacement of all windows and doors will be addressed as we move forward. At this time, only Owners with damage to windows and doors will be replaced at the expense of the HOA Insurance.

Moisture Readings from Phoenix are available for Insurance purposes from Key Concepts, as Beth Ross has the list. The HOA is not responsible for supplying information for Owners HO6 insurance policies.

Phoenix was responsible to remove only sheetrock that had moisture.

Owners on the 4<sup>th</sup> Floor will have insulation installed in the walls and ceilings where required. Owners on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors will have insulation installed in the walls, and may request blown in insulation installed in the ceiling at their own expense. Only Owners with units that currently do not have ceilings can have insulation installed in those areas. Insulation cannot be installed where ceilings still exists.

Statute of limitations on repairs are 4 years to submit bills to Insurance Company

Removal of popcorn is the Owner's responsibility. The Owners may contract with First Choice for those services at the Owners' expense. It is not the responsibility of the HOA Insurance.

Owners who choose to use their own Contractor will be required to submit a Unit Remodeling form.

Dan Walborn reported that he had been in contact with the office of Chris Jones, Escambia County Property Appraiser Office and they were aware of the damage to the Grand Caribbean East and West and all Owners will have a 50% reduction in their property taxes for 2021!

**c. Walkway Update**

Rick White reported that the scope of work requested by BECI and approved by the Board at the December 30, 2020 Special Board Meeting is ongoing and will be finished early next week. BECI will assess scope which beams have to be replaced. The east side of the East Building is severely damaged.

BECI and First Choice Services met to discuss the storage unit on the first floor of the east end of the West building as the walls are structurally compromised. The stairwell at the east end of the West Building will be closed until this work can be completed.

**d. Elevator**

Dan Walborn had reviewed the Oracle Elevator contract and is requesting wording to the contract needs to be corrected as well as the address of the elevator permits and asked Key Concepts to contact Oracle Elevator.

Oracle Elevator recommended consultant deficiency repairs over and above their maintenance agreement for work not to exceed 6 hours at a billed rate of \$265 per hour to complete the following:

- a. Clean Lubricant from the guide rails for correct operation of the roller guides
- b. Investigate and correct the sound shorts that are creating the loud up operation of the hydraulic system  
Properly install the cartop handrail
- c. Reduce the operating speed in the down direction to be within 10% of the rated speed, and
- d. Provide better valve adjustment in both directions of travel to improve ride quality and performance.

Rick White made a motion that the consultant deficiency repairs be completed at this time not to exceed \$5000. Betty Sheets seconded the motion. All were in favor and the motion passed unanimously.

**e. Rentals**

After discussion the Board placed short term or long-term rentals on hold.

**7. New Business**

**a. Waiver of Liability**

Dan Walborn presented a Waiver of Liability form that was provided by the HOA Attorney. This Waiver of Liability will be required to be signed by all Owners including anyone over the age of 16.

After discussion, Betty Sheets made a motion that all Owners including anyone over the age of 16 years of age will be required to sign a Waiver of Liability as prepared by Becker & Poliakoff (HOA Attorney). Chris Mayer seconded the motion. All were in favor and the motion passed unanimously. A copy of the Waiver of Liability is attached.

**b. Locks**

Rick White asked the Board to consider a Schlage Keyless Locke with a master key be installed on all Unit doors at an approximate cost of \$150 per door. The locks would be rekeyed to one master key per building. Currently there are 134 different keys and codes. This is a huge liability for the HOA to not be able to allow access in an emergency. According to the Condo Documents, the HOA is required to have access to all units at all times.

**c. Gates (Main)**

Rick White presented quotes to replace the two main gates. Johnson Communications, Inc. and Precision Overhead Garage Door Service submitted bids to repair or replace the main gates. Due to the damage caused by Hurricane Sally, the HOA Insurance will pay for up to \$50,000 for the damaged gates. The current gates were replaced after Hurricane Ivan, 16 years ago and yearly repairs to the gates are approximately \$7,500 per year. The additional \$15,000 to replace the gates would be saved after a couple years.

After discussion, Chris Mayer made a motion to accept the bid of Johnson Communications, Inc. in the amount of \$64,377.75. The bid includes replacing the East and West main gates. Approximately 60 feet of matching fencing at both entrances and a 3-year warranty. Rick White seconded the motion. All were in favor and the motion passed unanimously.

**8. Scheduling of Next Board Meeting**

The next Board Meeting is scheduled for February 20, 2021 at 9:00 AM with site to be determined.

**9. Adjournment**

Betty Sheets made a motion to adjourn the meeting. Sam Myers seconded the motion. All were in favor and the motion passed unanimously. Meeting adjourned at 11:27 AM

Submitted by,

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

*Note:*

Key Concepts has set up a website for the Grand Caribbean at [gulfcoastarea.com](http://gulfcoastarea.com). Owners should click on TAB MORE about a third of the way down on the page and they will find the Grand Caribbean. Click on the Grand Caribbean and enter the **Passcode GC2018**. Owners will find agendas, minutes of meetings, rules and regulations, gate codes, By -Laws and more. Contact Key Concepts at 850 492-5462 for questions about this website or other issues

Grand Caribbean is on Facebook and Owners may request to join: <https://www.facebook.com/groups/GCPKHOA/?ref=share>. This is an UNOFFICIAL group for owners to communicate directly with one another and does not reflect the views of the Board or Key Concept Management.