

**Grand Caribbean at Perdido Key Owners' Association
Board of Director's Meeting Minutes**

DRAFT

August 8, 2020

Gazebo @ 13351 Johnson Beach Road, Pensacola, FL

1. Call Meeting to Order

Betty Sheets called the meeting to order at 9:00 AM.

2. Roll Call to Establish Quorum

Board Members Present: Betty Sheets
 Sam Meyers
 Rick White
 David Hamner

Owners Present: Pauline Myers, 203E
 Barbara White, 301E
 Chris & Jenny Mayer, 415E
 Dan Walborn, 302E
 Mike Duren, 206W
 Marilyn Farrow, 401E
 Barbette Driver, 404E
 Ron O'Neill, 101E

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 Minutes from June 27, 2020. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

5. Report of Officers

a. President – Betty Sheets

Betty Sheets reported that the Board had approved the installation of a new air conditioner and air handler for 211W; Pauline Myers did a deep clean and made the unit ready to rent with a few minor maintenance items as well as advertised the Unit for rent and the new renters moved in July 25th for one year at a rental fee of \$1400 per month

Owners are reminded that Staff is not on property to do work for Owners. They are here to maintain the property. If you need a handy-person please Google or ask a neighbor.

The Palm trees will be trimmed the end of August or beginning of September and mulch will be installed this fall.

Management is still working on finalizing the Storage Units for both buildings however at this time we have 2 open units in East Building and 5 open units in West Building

The Annual Meeting will be Saturday, October 10th at the Grand Lagoon Yacht Club on Gulf Beach Highway. The first notice will be mailed next week along with a Voters Certificate and application to run for a position on the board. We have 4 openings. One person will serve for one year and three will serve for two years.

The past year the Board has had 4 resignations. Serving as a Board Member takes dedication and commitment. Applicants are taking responsibility for 134 unit owners and a \$760,000 budget. As a Board Member it is our fiduciary responsibility to make decisions to make certain that funds are spent wisely and the property is maintained. The HOA is a business and therefore we need business-minded people on the Board.

Summer is almost over and the end of July means the heaviest of rentals is slowing down a little. We have experienced a lot of trash being left out by the doors and on the property in general. We plan to address more violations later in the meeting.

b. Finance – David Hamner

David Hamner reported that the Grand Caribbean Treasurer's Report for the month ending June 30, 2020 had revenue of \$62,158 and expenses totaling \$60,087.

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

1. Pool/Spa Repairs – included \$1,975 to replace light bulbs and electrical repairs for spas.
2. Equipment repair fire system for \$969 to replace keyboards.
3. Maintenance Supplies included \$41,727 for 10 pull chain ceiling fans for the storage rooms to eliminate mold.

Mr. Hamner further reported that the association had five Owners who were in arrears and they were Odem, 108E in the amount of \$12,532.04 (this unit is in probate), Grand Caribbean, 211W in the amount of \$14,221.95, Seymour, 212W in the amount of \$920.00, Curry, 302W in the amount of \$4,543.03 and Mitchell, 316E in the amount of \$560.00.

Odem, Unit 108E and Curry, Unit 302W are being turned over to the attorney for collection and to file a lien on the properties. Key Concepts will move forward to contact the attorney with the action on these two properties.

After much discussion regarding the 2021 Budget, Betty Sheets made a motion to accept the 2021 Budget. Rick White seconded the motion. All were in favor and the motion passed unanimously. There will be NO increase in the HOA fees for the upcoming year 2021.

After much discussion regarding giving Maintenance Manager a credit/debit card for minor repair expenses. Rick White made a motion to provide a Pre-Paid Card in the amount of \$750 for the Maintenance Manager. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

c. Building Repair- Rick White

Rick White reported that a local Engineering company was consulted to evaluate the conditions and to develop the scope of the project to repair the West and East building. The local Engineer did not understand the entire scope of the project. Rick discussed

contacting BECI to see if they were interested in the project since they oversaw the project back in 2015 for the balconies of both the East and West buildings. BECI is familiar with the repairs and materials needed.

Betty Sheets made a motion to hire BECI Engineers to prepare the necessary Engineering documents for the renovation of the front and sides of the East and West Buildings. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

Betty Sheets made a motion to designate Rick White and Sam Myers to be the contacts for the Renovation. David Hamner seconded the motion. All were in favor and the motion passed unanimously.

d. Fire Safety Contract – Rick White

After discussion regarding bids received from B&C Fire Safety, Inc. and Advanced Fire Protection Services, Inc. for a renewed fire safety contract, Rick White made a motion to sign a one-year contract with Advanced Fire Protection Services, Inc. in the amount of \$2,173 per building which includes Fire Sprinkler Quarterly Inspection, Fire Sprinkler Annual Inspection, Backflow Preventer Inspection, Fire Alarm Semi-Annual Inspection, Fire Alarm Annual Inspection and Annual Fire Extinguishers. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

e. Boardwalk- Rick White

Rick White reported on August 7, 2020, that Pauline Myers, Sam Myers, and himself from Grand Caribbean met with 3 Sandy Key Board members, including the President Mike Caruso, Sandy Key maintenance person, What's Up Doc representative, and Tim Day from the Escambia County Environmental. All agreed upon going forward to convert the end of the boardwalk to a ramp and adding sand to fill in the gully to complete the Boardwalk. President Caruso from Sandy Key agreed to pay 50% of the cost of the project.

After discussion, David Hamner made a motion to appropriate \$15,000 to renovate the current Boardwalk. Sam Myers seconded the motion. All were in favor and the motion passed unanimously.

f. Backflow Preventer Repair - Sam Myers

Sam Myers reported that the backflow preventer for water and fire have been replaced at the West building. It was discovered that an additional valve was needed to get the Backflow up to code.

g. Rules & Regulations

Betty Sheets reported that Board members and Owners have discussed the idea of having Owners register their pets and provide immunization papers. This may make Owners more aware that only Owners are allowed to have pets and that it is a violation of our Rules & Regulations to rent to guests with pets. Identification for leashes is under consideration.

After discussion Betty Sheets made a motion for the approval of a Pet Registration form requiring Owners to register their pets. David Hamner seconded the motion. All were in favor and the motion passed unanimously.

After discussion of repeated trash violations, Rick White made the motion to provide written warnings for the 1st two offenses. Key Concepts will provide the written warning to the owner via e-mail and a written notice will be left on the door of the unit in violation. The 3rd and subsequent offenses will be a \$100 fine for each occurrence. If the unit owner goes 6 months without any violations, then the continuous violation fine of \$100 per incident will be re-set. David Hamner seconded the motion. All were in favor and the motion passed unanimously.

After discussion of repeated noise violations, Betty Sheets made the motion to provide written warnings for the 1st two offenses. Key Concepts will provide the written warning to the owner via e-mail and a written notice will be left on the door of the unit in violation. The 3rd and subsequent offenses will be a \$100 fine for each occurrence. If the unit owner goes 30 days without any violations, then the continuous violation fine of \$100 per incident will be re-set. David Hamner seconded the motion. All were in favor and the motion passed unanimously.

After discussion to add no smoking to the ballot for the Annual meeting it was tabled.

h. Other Business

Pest Control - it was brought to the Board's attention that Pest Control has not been spraying owner's units for several months. Beth with Key Concept was directed to contact the Pest Control Company and get them to spray the East Building units that they did not spray on July 17th. The Pest Control person should be leaving a note in the unit stating that the unit was sprayed. Also, a representative from Key Concepts or the GC Maintenance Department is required to escort Pest Control into every unit that is entered.

Dan Walborn, 302E inquired as to when the interior and exterior repairs would be completed. He has been waiting 3 months for these repairs. Key Concept was directed to have James make the necessary repairs needed for 302E.

i. Scheduling of Next Board Meeting

The next Board Meeting was scheduled for September 19, 2020 at 9 AM.

j. Adjournment

Rick White made a motion to adjourn the meeting. Sam Myers seconded the motion. The motion passed unanimously. Meeting adjourned at 10:48 AM

Submitted by,

Rick White, 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. 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**.*

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 of Directors or Key Concept Management.