

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

July 21, 2018

13351 Johnson Beach Road, Pensacola, FL

**A. Call Meeting to Order**

Rick White called the meeting to order at 9:00AM CST

**B. Roll Call to Establish Quorum**

Board Members Present: Rick White, President

	Betty Sheets, Secretary
	David Farrow, Director
Via Conference Call	Les Jones, Vice President
Connected at 9:05 am	David Hamner, Treasurer

Key Concepts Mgmt      David Hubbell, CAM

Owners Present:            Joe & Linda Walker – 315E  
                                     Brent Eslinger – 312W  
                                     Barbara White – 301E

**C. Proof of Notice of Meeting**

Notice was properly posted on the property 48 hours prior to the meeting in accordance with the Grand Caribbean governing documents and Florida Statute 718.

**D. Approval of Previous Meeting Minutes**

David Farrow made a motion to approve the Board of Director Meeting Minutes from June 16, 2018. Betty Sheets seconded the motion. All were in favor and the motion passed unanimously.

**E. Report of Officers**

**1. Maintenance – Les Jones**

Les Jones reported that the maintenance and cleaner schedules were complete, however it continues to be a work in progress. Les stated that many cleanliness issues needed to be addressed. Rick White said he would like to outsource the pressure washing of the stairways, walkways and pool area as well as painting of the stairwell rails in a couple weeks.

Rick White asked that the Board members to walk the area and submit items that need to be addressed. The dumpster area had been done but it was suggested that more needed to be done. Palm trees will be cut in August.

David Hubbell stated that Palm trees would be trimmed in the spring in the future.

**2. Finance – David Hamner**

David Hamner reported that the Grand Caribbean Treasurer's Report for the month ending June 30, 2018 had revenue of \$56,398 and expenses totaling \$44,019.

Revenue increase is due to \$3,080 of legal fees that were recuperated and \$4,973 of interest collected on the Spencer Foreclosure. The locker revenue is budgeted over twelve months; however owners do not pay monthly.

Significant expense variances were:

1. Licenses and permits of \$1,394 – Bureau of Elevators and Florida Dept. of Health.
2. Office supply expense of \$436 included a charge for 6 months copy expense from Key Concepts.
3. Water and Sewer were high – this is probably due to the extra watering for the new landscaping plus the summer months with more renters.
4. Pool service was not paid this month so the bill will most likely be double next month.
5. We will begin seeing an increase in maintenance expense next month with the hiring of the new cleaning person?

David Hubbell reported that all Owners except one were current on HOA fees.

Rick White expressed concern that our expenses are low and that other vendors had not been paid such as Faithful Pools.

It was stated that items such as having the pools completely remodeled, repairs were not nickel and diming us. And David Hubbell had located a new vendor to address the gates and we are not having the problems we had previously.

Discussion was held concerning the large amounts of items being placed in the dumpsters this summer. Owners are placing large items such as patio furniture, appliances and furniture in the dumpster. These items should not be placed in the dumpsters and instead the Owner is responsible for removing such items from the property by taking them to the landfill or donations. It was recommended that a sign be placed on the dumpsters. David Hubbell said he would have signs made for the dumpsters

## **F. Old Business**

### **1. Boardwalk Steps**

Rick White stated the building of the boardwalk steps is planned for this fall. David Hubbell stated that he had found another contractor to bid this project.

### **2. Natural Gas**

Rick White stated that the pipes were still waiting to be installed. Dave Hubbell reported that the gas company stated there was a moratorium on continued installation. David Farrow agreed to call his contact at the Gas Company to find out why installation was being held up and report to the Board.

### **3. Fencing – Water Valves**

Rick White stated this would be completed after the busy season had ended.

### **4. Painting – Stairwells**

Rick White stated that the painting of the handrails in the stairwells should be outsourced. A darker paint has been selected for the handrails.

## **5. Rules Violations**

Rick White reported that the attorney has advised the Board that fining Owners for violations was appropriate. Information will be sent to all Owners with the Annual Meeting information and all Owners will have to sign acknowledging receipt of Rules and Regulations Violations. The Board has determined that the only reasonable way to make Owners accountable for following the rules was to fine them. The Board continues to work on fine-tuning the Rules and Regulations Violations. Rick White further stated that he had contacted four (4) Owners about violations that had been reported and Owners told him they were not aware of Rules and Regulations that are posted on the website. Violations include trailers in the parking lot, no parking tags, dogs brought in by renters, dogs in the pool area, towels hanging on the balconies, smoking other than designated area, placing furniture in the dumpster to name a few of the violations the Board is considering. Owners who rent will be fined if they or their guests violate the rules.

The Board wants to remind owners that they are required to inform Key Concepts and to fill out a remodeling form along with deposit for any remodeling projects as it is documented in the Associations Condo Documents.

David Hubbell stated that Owners should treat the Grand Caribbean as if it was their home. Owners should take photos of violations, approach violators in a friendly manner and say something by emailing Key Concepts during business hours.

## **6. Security**

Rick White stated that having an armed Security Guard during June and July has avoided much damage to the property. It was recommended that we continue with the armed Security Guard through Labor Day.

David Farrow made a motion that the armed Security Guard continue the weekends (Friday, Saturday and Sunday) of July 27, August 3, August 10 and August 31 from 8:00 pm to 1:00 am for a total of \$1800. Betty Sheets seconded the motion. All were in favor and the motion passed unanimously.

It was recommend that Security should be added to the budget.

## **G. New Business**

### **1. Insurance Renewal**

Rick White reported a Commercial General Liability, Directors and Officers, and Crime Insurance Renewal was due and recommended a short-term renewal so that all insurance is due in February. David Hubbell stated that we had been paying finance fees of up to \$6000 because several years ago the association did not have the funds to pay insurance at the same time. The Association will save much of these fees and it will also be easier to track and maintain policies.

### **2. Annual Meeting**

The Annual Meeting has been scheduled for Saturday, October 13, 2018. David Hubbell recommended that the meeting would get better attendance if the meeting were held at 1 or 2:00 pm. Mr. Hubbell was asked to research a meeting facility.

### **3. Management Company Evaluation**

Rick asked each Board member to give their evaluation of Key Concepts:

Les Jones stated that he thought Key Concepts was going a good job though we are both on a learning curve and said that David Hubbell was going above and beyond his duty's as Grand Caribbean's CAM.

David Hamner said that Key Concepts was more hands on than the previous management company and thought they were doing a great job. They also respond timely whenever I have asked for something.

David Farrow stated they were doing a great job and was concerned that bills were not being paid timely which made us look bad. (David Hubbell stated that he reviews the invoices for validity after Accounting receives the invoices and are reviewed and agreed a better job could be done.) Mr. Farrow further stated that he appreciates the fact that David Hubbell is doing a great job and that Key Concepts is doing a pretty good job and they are still learning.

Betty Sheets agreed with David Farrow that Key Concepts is still learning. Ms. Sheets feels that Maggie was given a raise and a nice Christmas bonus and still left without any notice and that is the nature of that position. Ms. Sheets also agrees that David Hubbell is doing an outstanding job but feels the company as a whole may not have the resources for our size association.

Rick White stated that he is concerned with

1) Key Concepts lack of resources: David Hubbell should not be having to clean when we did not have a cleaner because Key Concepts does not have the resources. Mr. Hubbell should not have to answer all the calls from Owners either. Someone in the Key Concept office should be able to take maintenance issue messages for him  
2) Accounting and Bookkeeping: the concern that bills more might not be paid and should be aware when monthly bills have not been paid. Having bills two months in the rears should not get to this point!  
3) Server Capabilities: Mr. Hubbell should not have to send several emails due to the fact that the server is not capable of holding 135 emails. Concerns that not all owners are receiving information needed.

4) Key Concepts did not file our quarterly tax return. Fortunately we did not owe any taxes however the Florida Department of Revenue called Mr. White to report the failure to file the report. We just have to be diligent that everything is getting completed

Mr. White stated that David Hubbell is doing a fantastic and exceptional job.

Mr. White further stated that four (4) years ago when he got on the Board, it had a bad reputation because they put a band-aid on everything to repair inexpensively. This Board has been proactive in making necessary repairs and saving the association a lot of money.

### **H. Scheduling of Next Board Meeting**

The next Board Meeting was scheduled for August 25, 2018 at 9:00 AM

**I. Adjournment**

Betty Sheets made a motion to adjourn the meeting. David Farrow seconded the motion. All were in favor and the motion passed unanimously. Meeting adjourned at 10:54 AM

Submitted by,

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