

**Waterfront Master Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday July 9, 2015**

**APPROVED MINUTES**  
**W/CORRECTIONS**  
**11/20/15**

**CALL TO ORDER:** The meeting was called to order by President Mike Hartley at 2:00 p.m., at Argus Property Management Conference Room, 2477 Stickney Point Road, STE 209-B, Sarasota Florida 34231.

**DETERMINATION OF QUORUM:** Present in person was President Mike Hartley, Vice President Craig Costanzo, Directors Dave Grote and Lori Kowalski. By conference phone was Treasurer Allan Grant, Secretary Ernie Bago, and Directors Barry Alberter, Diane Conti, and Dave Davis. A quorum was established. Also in attendance was Susan Thimmes from Argus Property Management. Two (2) owners were present.

**CONFIRMATION OF PROPER MEETING NOTICE:** President Mike Hartley confirmed the meeting notice was posted on the Association property forty-eight (48) hours in advance of the meeting, in accordance with the By-Laws of the Association and State Statute 718.

**APPROVAL/DISPOSAL OF MINUTES:** A **motion** was made by Craig Costanzo and seconded by Dave Grote to waive the reading and approve the BOD meeting minutes from May 28, 2015 as presented. ***Each Director present voted in favor, the motion passed unanimously.***

**TREASURERS REPORT:** Treasurer Allan Grant reported the 2014 Review was underway. A **motion** was made by David Grote and seconded by Lori Kowalski to ratify the purchase of a commercial pressure washer, sidewalk attachment extra hoses, and cleaning chemicals from Power Source Industries for \$3,636.51. ***Each Director present voted in favor, the motion passed unanimously.***

**TASK FORCE:**

1. 2015/2016 Capital Improvements- There was a discussion on the progress of the following: repair of the bird damaged area's on the tower & garages and repainting (bids are being prepared); cleaning of the block fence walls including the drainage vault (Rick has pressure washed the walls and will follow up with painting); the entry gate repair & installation of the magnetic lock are nearly complete; the development of a park area is in the concept stage; drainage issues in the back of buildings B & C are being assessed and in the process of obtaining proposals; lawn repair behind building C is being looked at by Hazeltine Landscaping (Ernie Bago is working on this project) and Lori Kowalski is working with NDL on additional landscape proposals.
2. Integrated Parking Policy- Kathy Benage, Diane Conti, and Stacy Rehart are on this Committee. The timeline for the Committee will be to present an integrated policy for review to the Master Board in September.
3. Dock- A **motion** was made by David Grote and seconded by Lori Kowalski to approve the selection of Adkins Marine Services as the Contractor for rebuilding the dock. ***Each Director present voted in favor, the motion passed unanimously.*** **Correction made on 11/20/15 with the following motion-** A **motion** was made by Lori Kowalski and seconded by Ernie Bago to approve the meeting minutes from July 9, 2015 with corrections on the voting by two (2) Board Members against the selection of Adkins Marine Services as the Contractor for rebuilding the dock. ***Mike Hartley, Craig Costanzo, Allan Grant, Dave Grote, Dave Davis, Lori Kowalski, and Diane Conti voted in favor. Barry Alberter and Ernie Bago voted against this motion. The motion passed in favor of the selection of Adkins Marina as the Contractor for rebuilding the dock.***

**UNFINISHED BUSINESS:**

1. Pool Deck Reconstruction Progress- the pool beam was improperly installed originally. As a result, additional costs occurred to fix pool beam & replace water line tile, cut & remove concrete slab, back fill pool shell to accommodate pool beam repair, remove & replace aluminum fence sections to permit access and avoid potential damage, pour new concrete, repair damage at masonry columns, & custom made pool coping to compensate for pool beam repair. These remedial actions have additional costs of \$18,216.
2. Receipt of Interim Lien Releases- President Mike Hartley discussed the Construction Lien Law. All current lien releases from the Special Assessments project are up to date. Susan Thimmes assured the Board that before any project begins, an NOC must be filed by the Contractor before a down payment is made and a release of the lien is done before the final payment is made.

**NEW BUSINESS:**

1. Work Order System- A **motion** was made by Craig Costanzo and seconded by Dave Grote to approve the work order form. ***Each Director present voted in favor, the motion passed unanimously.***
2. Establishment of Reserve Analysis Task Force- A **motion** was made by Allan Grant and seconded by Barry Alberter to approve the establishment of a Reserve Analysis Task Force. Craig Costanzo, Allan Grant, & Dave Grote have volunteered to be on this Committee. ***Each Director present voted in favor, the motion passed unanimously.***
3. Board Member DBPR Certification- A **motion** was made by Allan Grant and seconded by Craig Costanzo to have all new Board members take an educational certification class either in person or online within ninety (90) days after being elected to the Board of Directors. This two (2) hour class is available for free by local Attorney's. Susan Thimmes will send class dates to all Board members. President Mike Hartley will also purchase a self study DVD for \$72 for those whom cannot attend a class in person. ***Each Director present voted in favor, the motion passed unanimously.***
4. Consideration of Park Development Concepts- Idea starters for a pergola in the new park area. Could have a permanent BBQ grill, trash receptacles, storage for bocce balls, badminton equipment, etc.

**OWNERS COMMENTS:** An owner had friends visiting and when they were leaving the property, the exit gate closed on their vehicle causing damage to their car. This incident happened during the 4<sup>th</sup> of July holiday weekend. The Board asked Susan Thimmes to look into this matter.

**DATE OF NEXT MEETING:** To be determined

**ADJOURNMENT:** A **motion** was made by Barry Alberter and seconded by Craig Costanzo to adjourn the meeting at 4:11 p.m. ***Each Director present voted in favor, the motion passed unanimously.***

Respectively Submitted,

Susan Thimmes, LCAM  
Community Association Manager  
Argus Property Management, Inc.

Date Approved: 11/20/15 with Corrections

Initialed: ST