

Waterfront Master Association, Inc.
Board of Directors Budget and Special Assessment Meeting Minutes
Friday November 20, 2015

APPROVED MINUTES

CALL TO ORDER: The meeting was called to order by President Mike Hartley at 9:40 a.m., at Argus Property Management Conference Room, 2477 Stickney Point Road, STE 118-A, Sarasota Florida 34231.

DETERMINATION OF QUORUM: Present in person was Vice President Craig Costanzo, Secretary Ernie Bago, Directors Barry Alberter, Dave Davis, Dave Grote, and Lori Kowalski. By conference phone was President Mike Hartley and Director Diane Conti. Absent was Treasurer Allan Grant. A quorum was established. Also in attendance were Susan Thimmes from Argus Property Management and Jess Fronckowiak from J2 Solutions Engineering Firm.

CONFIRMATION OF PROPER MEETING NOTICE: President Mike Hartley confirmed the meeting notice was mailed to each member of the Master Association at the last address provided to the Association in accordance with the bylaws of the Association at least fourteen (14) days prior to the date of the meeting of the Master Association.

APPROVAL/DISPOSAL OF MINUTES: 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.*

TASK FORCE:

1. Governance- at a previous meeting the Board voted to establish a policy stating that in order to qualify to serve on the Master Board, a Director must provide a certificate that they have successfully completed a Florida Department of Business and Professional regulation course for Condominium Directors.
2. There was a discussion on amending the Master docs. This was tabled.
3. 2014 Capital Improvements- Mike Hartley gave an update on the status of the projects:
 - *The pool was refinished; the pool deck was repaired; a new drainage system was installed; new equipment was installed; and new pavers were installed; new pool furniture was purchased; estate fencing was installed; west lot was filled & fenced; the entry gate was repaired and a new magnetic latch was installed.
 - *There has been asphalt damage caused by root intrusion and the asphalt parking areas are scheduled for re-sealing and re-striping; new signage is scheduled for installation on the campus.
4. Mike Hartley discussed with the Board and owners present that any remaining funds from the 2014 Special Assessment will be returned to the owners after the completion of the 2014 Capital Improvement Project.
5. Parking Policy Task Force- the Committee will work with Argus on collecting info from owners. A survey to poll owners for their opinions, viewpoints, & concerns has been suggested by the Committee.
6. Dock Task Force- At a previous Board of Directors meeting the Dock Task Force made its report & recommendation at which time the contractor, grade of materials, & design were adopted by the Board.
7. Landscape and Drainage task Force- There was a discussion on mulching, tree trimming and Landscape improvements. Lori Kowalski will chair the Committee. Ernie Bago asked that he be included in the Landscape projects.

UNFINISHED BUSINESS:

1. A **motion** was made by Ernie Bago and seconded by Craig Costanzo to have Patricia Staebler from Staebler Appraisal & Consulting Firm conduct a Reserve Study for \$2,900. *Each Director present voted in favor, the motion passed unanimously.*
2. A **motion** was made by Craig Costanzo and seconded by Barry Alberter to engage Peacock & French, CPA's, to perform the 2015 year end financial review and prepare the 2015 federal tax return for \$2,200. *Each Director present voted in favor, the motion passed unanimously.*

EXECUTIVE SESSION WITH THE MASTER BOARD ONLY:

NEW BUSINESS:

1. A **motion** was made by Craig Costanzo and seconded by Lori Kowalski to approve the 2016 budget as presented. *Each Director present voted in favor, the motion passed unanimously.* The annual fee will be \$1,824.56 per unit.
2. **GUEST SPEAKER: JESS FRONCKOWIAK FROM J—2 SOLUTIONS**
Jess discussed the process of obtaining the competitive proposals, drawings, budget, and permits for the 2016 Capital Improvement Project. There was a discussion on the dock, and the repairing/painting of the tower and garages, improvements to the front entrance, and the drainage improvements behind buildings B & C.
3. A **motion** was made by Craig Costanzo and seconded by Dave Grote to approve the 2016 Capital Improvement Project for a total of \$239,003. The Capital Improvement Project elements will include:
 - Replacement of the dock
 - Repair and replacement of the bird-damaged trim on the front garage/tower
 - Repainting the front garage /tower
 - Aesthetic improvements to the front entrance
 - Drainage improvements behind Bldgs. B and C
 - Painting the drainage vault and related concrete block walls

The assessment per unit will be \$2,438.80. A letter was provided to the owners together with the Board Meeting notice, delivered not less than fourteen (14) days prior to the Board Meeting, clearly and in detail and provided the purpose for the assessment listed above. *Directors Mike Hartley, Craig Costanzo, Dave Grote, Dave Davis, Barry Alberter, Diane Conti, and Lori Kowalski voted in favor. Ernie Bago voted against the motion. The motion carried.*
4. Mike Hartley explained the maintenance of the Waterway Trail on the Waterfront property. When the property was developed an easement was granted to Venice Areas Beautification Inc., to allow the construction of the final portion of the waterway trail. The Waterfront agreed to maintain the trail. In support, Mike Hartley proposed the Waterfront contribute \$1,000 per year to Venice area Beautification Inc., for the upkeep and maintenance of the stretch of the trail that crosses Waterfront. *Board Members Mike Hartley, Craig Costanzo, Ernie Bago, Dave Grote, Dave Davis, Lori Kowalski, Diane Conti, and Barry Alberter voted to approve the \$1,000 expense.*
5. Building A Board of Directors requests that the Master Board of Directors permit the replacement of the pavers surrounding the elevator lobby area with pavers matching those placed by the Master Association in the palm island near the entrance to Bldg. A. The work will be done at the sole expense of Bldg. A. *Board Members Craig Costanzo, Lori Kowalski, Diane Conti, Barry Alberter, and Ernie Bago voted to approve the request.*
6. A **motion** was made by Ernie Bago and seconded by Barry Alberter to amend the language in the letter sent out by President Mike Hartley on Holiday gratuities for the Maintenance Man. The letter stated that all gratuities be sent by check to Argus. The new language will be that the owners will give the gratuity directly to the Maintenance Man. *Each Director present voted in favor, the motion passed unanimously.* Argus will put this in the mailing that will go out next week to all buildings.

OWNERS COMMENTS: Owners commented throughout the meeting. An owner thanked Mike Hartley for all of his hard work. There was a discussion on putting up Holiday decorations. There was a discussion on window cleaning. There was a discussion on the annual Boat Parade that will take place on December 5th.

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 2:23 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: 2/12/16

Initialed: ST