



Waterfront Master Association, Inc.  
Board of Directors Meeting  
October 27, 2016

The meeting was called to order by President Craig Costanzo at 9:00 a.m., at Venice City Hall Community Room, 401 W. Venice Ave, Venice Florida 34285.

**DETERMINATION OF QUORUM:**

Present in person was President & Director Craig Costanzo, Vice President & Director Dick Lombardi, Secretary & Director Ernie Bago, and Directors Barry Alberter, Lori Kowalski, George Kellum and Joe Croteau. Treasurer & Director Allan Grant and Director Dave Grote were present by speaker phone. A quorum was established. Also in attendance was Marge Suarez from Argus Property Management.

**CONFIRMATION OF PROPER MEETING NOTICE:**

Association Manager Marge Suarez confirmed the proof of meeting notice was provided to each Board Member of the Master Association in accordance with the By Laws of the Association at least forty-eight hours prior to the date of the meeting.

**APPROVAL/DISPOSAL OF MEETING MINUTES:**

A **motion** was made by Ernie Bago and seconded by Lori Kowalski to waive the reading and approve the BOD Meeting Minutes from March 24, 2016 as presented. The roll call vote to approve the minutes was as follows: Barry Alberter (**Yes**); Ernie Bago (**Yes**); Craig Costanzo (**Yes**); Dave Grote (**Yes**); Lori Kowalski (**Yes**); Allan Grant (**Yes**). Dick Lombardi, Joe Croteau and George Kellum abstained as they were not directors at the time of the meeting. **Six (6) Yes, three (3) abstentions, the motion carried.**

A **motion** was made by Ernie Bago and seconded by Lori Kowalski to waive the reading and approve the BOD Meeting Minutes from April 15, 2016 as presented. The roll call vote to approve the minutes was as follows: Barry Alberter (**Yes**); Ernie Bago (**Yes**); Craig Costanzo (**Yes**); Dave Grote (**Yes**); Lori Kowalski (**Yes**); Allan Grant (**Yes**). Dick Lombardi, Joe Croteau and George Kellum abstained as they were not directors at the time that the meeting commenced. **Six (6) Yes, three (3) abstentions, the motion carried.**

A **motion** was made by Ernie Bago and seconded by Lori Kowalski to waive the reading and approve the BOD Meeting Minutes from July 18, 2016 as presented. The roll call vote to approve the minutes was as follows: Barry Alberter (**Yes**); Ernie Bago (**Yes**); Craig Costanzo (**Yes**); Dave Grote (**Yes**); Lori Kowalski (**Yes**); Allan Grant (**Yes**); Dick Lombardi(**Yes**); Joe Croteau (**Yes**); George Kellum (**Yes**). **Nine (9) Yes, the motion carried.**

**TREASURERS REPORT:** Covered under New Business

**MANAGERS REPORT:** No report.

**UNFINISHED BUSINESS:**

**Update on Ongoing Projects**

- a. Ernie Bago reported on the progress of the work at Building C. Mario's Painting started in July and there were delays with permits and the weather. The front is to be completed first to reduce disruption and we should be near the end of the project. The gate in the back at the waterway will be secured and damage to landscaping and pavement will be fixed. This is covered under Building C's contract.
- b. There will be a pre-construction meeting on October 31, 2016 on the rebuilding of the dock. Work is scheduled to start on November 7, 2016 and should take approximately 4 weeks (depending on weather). It took 18 months to get all the necessary permits for the project.
- c. Joe Croteau reported that his ad hoc committee reviewing governing documents deferred action until 2017 due to 2016 financial concerns and hiring of new legal counsel. January 10, 2017, has been set for legal counsel to make recommendations. The initial feeling is that amendment and restatement will be pursued as preferable versus the old 2014 proposal to amend by replacement.

**NEW BUSINESS:**

**The agenda contained several items related to financial matters.**

- 1. Address Resolution to Credit Owners \$211 each on Rebate for Painting of four South Garages.**
- 2. Address a Resolution to assess the four Garage Owners \$5,174 each.**
- 3. Address a Resolution to Assess All 98 Owners a Special Operation Assessment Totaling \$19,600.**
- 4. Address a Resolution to Assess Owners to fund the Operating Fund Deficiency Totaling \$44,100.**

Allan Grant reported on the charges from the tower and garage painting and remedial work. The Board previously assessed all 98 owners the same amount including the expenses of the work done on the four garages. As stated at the prior meeting assessing all 98 owners the same amount, the Board has conducted a review to isolate those costs associated with the four garages. Mr. Grant proposed to assess the four garage owners \$5,174 each and to credit or refund \$211 to all owners. Mr. Grant stated that the special assessment to the garage owners would be added to the previously made assessment to all 98 owners. There was a discussion of project with the garage owners including the Mr. Alberter. The special garage assessment would increase the expected unexpended balance that should be credited to all 98 owners. Mr. Costanzo asked Mr. Alberter and Mr. Grant to review the scope of the project and the related expenditures that would be the basis of a special assessment to the garage owners and be prepared to present a final recommendation for the assessment at the next meeting.

A proposal was made by Allan Grant and seconded by Dick Lombardi to defer approval of the special garage assessment until the next meeting in November. Counsel for the Master Association will be asked to prepare the resolution for the meeting. A roll call vote was made to approve this course of action. The vote was to approve was as follows: Barry Alberter **(Yes)**; Ernie Bago **(Yes)**; Craig Costanzo **(Yes)**; Dave Grote **(Yes)**; Allan Grant **(Yes)**; Dick Lombardi **(Yes)**; George Kellum **(Yes)**; Lori Kowalski **(Yes)**. Joe Croteau **(Yes)**. *Nine (9) Yes, the motion carried unanimously.*

There was a discussion of the proposed resolution to credit \$211 to all 98 owners. Mr. Bago suggested the Board instead transfer any surplus funds from the special assessment (including the special supplemental garage owners' assessment to be considered at the next meeting) to the operating account to offset the current and accumulated operating deficit. A **motion** was made by Ernie Bago, amended by Joe Croteau, and seconded by Dick Lombardi to transfer the unused balance of the 2016 projects assessments to the operating fund after the special assessment to the garage owners is collected and the project expenditures closed. The **motion** was called and the roll call vote to approve was as follows: Barry Alberter **(Yes)**; Ernie Bago **(Yes)**; Craig Costanzo **(Yes)**; Dave Grote **(Yes)**; Allan Grant **(Yes)**; Dick Lombardi **(Yes)**; George Kellum **(Yes)**; Lori Kowalski **(Yes)**. Joe Croteau **(Yes)**. *Nine (9) Yes, the motion carried unanimously.*

The need for a special operating fund assessment of \$19,600 was tabled since it is anticipated the funds transfer approved above will produce sufficient additional funds for the operations in 2016.

Lastly, there was a brief discussion on the need of the Master to special assess the 98 unit owners a sum sufficient to bring the operating fund surplus up to a balance equal to 3 months' expenditures to provide a sufficient base to meet unexpected and unplanned issues. The accumulated surplus was completely wiped out in 2015 and needs to be restored. A line of credit and/or a loan was also discussed as a means of temporarily meeting financial needs. A **motion** was made by Allan Grant and seconded by Ernie Bago to have counsel for the Master Association prepare a resolution for such a special assessment for action at the next meeting. The **motion** was called and the roll call vote to approve was as follows: Barry Alberter **(Yes)**; Ernie Bago **(Yes)**; Craig Costanzo **(Yes)**; Dave Grote **(Yes)**; Allan Grant **(Yes)**; Dick Lombardi **(Yes)**; George Kellum **(Yes)**; Lori Kowalski **(Yes)**; Joe Croteau **(Yes)**. *Nine (9) Yes, the motion carried unanimously.*

## **5. Proposed Budget for 2017**

Allan Grant reported on the proposed budget for 2017. The Master will be budgeting more for Legal Fees to consult with the attorney for revisions to the governing documents and assistance throughout the year to assure compliance. This will cost approximately \$4,000 to \$5,000. Also, the Master budget includes the costs of one CAM for 2017 to work across the complex. This will eliminate the separate charges to each of the three building associations. Vote on the budget is scheduled for the next meeting.

## **6. Appoint Hearing Committee for Violation Resolution.**

Basic guidelines for operating the committee will be to prepare, as needed, a first letter of violation that will require a 14-day response, a second letter with a 7-day response, and a third letter with a date to appear before the committee. Fines are to be set at the maximum allowed by law. Counsel is to be used as necessary. After discussion, a motion was made by Ernie Bago and seconded by Joe Croteau to appoint a Hearing Committee of Dave Davis as Chair and James Kurzydlo and Stacy Reher as the committee. The **motion** was called and the roll call vote to approve was as follows: Barry Alberter (**Yes**); Ernie Bago (**Yes**); Craig Costanzo (**Yes**); Dave Grote (**Yes**); Allan Grant (**Yes**); Dick Lombardi (**Yes**); George Kellum (**Yes**); Lori Kowalski (**Yes**); Joe Croteau (**Yes**). *Nine (9) Yes, the motion carried unanimously.*

## **7. Ad Hoc Committee**

Dick Lombardi was appointed to assess the security of the property, including using cameras and upgrading entrance systems. His committee will include Stacey Rehart and Marcia Croteau. They will obtain proposals and make recommendations at a future time.

## **8. Next meeting**

Set for November 17 at City Hall community hall at 8 am.

### **OWNERS COMMENTS:**

Owners commented throughout the meeting concerning getting information on projects and charges to owners such as the garage repairs.

### **ADJOURNMENT:**

A **motion** was made by Lori Kowalski and seconded by Dick Lombardi to adjourn the meeting at 11:00 a.m. *The motion passed unanimously by voice vote.*

Respectively Submitted,  
Marge Suarez, LCAM  
Community Association Manager  
Argus Property Management, Inc.  
Date Approved:  
Initialed: \_\_