

THE WATERFRONT MASTER ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING November 14, 2018

UNAPPROVED MEETING MINUTES

1. Call to Order

President Ernie Bago called the meeting to order at 9:04 AM. He then explained he will keep to the agenda as opposed to a town hall format, so owner comments will be listened to towards the end of the meeting.

2. Roll Call and Establishment of a Quorum

A quorum was established with eight directors present: Building A representatives: Phil Clavel, Andy Pruitt and Ralph Horak. Building B representatives: Lori Kowalski and Joe Croteau. Building C representatives: Ernie Bago, Stacey Reher and Gene McGowan. Manager Denise Duffina was present at the meeting representing Argus Property Management.

3. Proof of Mailing / Delivery of Meeting Notice

Manager Denise Duffina confirmed as proof the meeting notice and agenda were emailed and noticed as evident of signed affidavit, the association's bylaws and the Florida State Statutes.

4. Approval / Disposal of Minutes: April 5, 2018

Joe Croteau noted David Lightfoot was to author a security charter, not chair a security committee as noted in the April 5, 2018 minutes. Manager Denise Duffina stated she has made the amendment to the minutes, and the board has a copy in the meeting packets.

MOTION: Gene McGowan made a motion and Lori Kowalski seconded to approve the April 5, 2018 Board of Directors meeting minutes as amended. All were in favor and the motion passed.

5. Treasurer's Report

A. Review, Discussion and Vote of 2019 Proposed Budget

Treasurer Joe Croteau reviewed the 2019 proposed budget (see attached). He said 2019 should be a year of stability in operating expenses. He also stated the board has invested reserve money in high yielding CDs, and through a banking relationship with Centennial, the early withdrawal fee is usually waived for the association. He is expecting and believes that in the first quarter, or by April, 2019, the bank will be raising yield rates on their CDs. A discussion followed.

B. Resolutions

Joe Croteau stated resolutions are included in the budget proposal.

MOTION: Gene McGowan made a motion and Phil Clavel seconded to approve the proposed 2019 budget as presented, waive the compilation requirement for 2018 and to approve the resolution, which states: "The Board hereby authorized the transfer of \$27,500 from the Operating Fund to the Reserves Fund as of the close of business on December 31, 2018, provided that the remaining Operating Fund Balance is at least \$45,000. If it is not, then the transfer amount shall be reduced accordingly." A discussion followed. Ernie Bago called for a vote. All were in favor and the motion passed.

6. Committee Reports

Ernie Bago reported on the following:

- Landscape / Grounds – There have been good participation. The first year of a three-year contract has been completed with ArtisTree Landscaping. The contract includes no increase in the first year, a \$54 increase in the second year and a 2% increase in the third year. There is a 30-day termination clause also. Property appearance continues to improve (see attached photos) with many irrigation corrections, palm tree trimming and mulching. Shady Lady Tree trimming is scheduled in two weeks.
- Pool – Sixteen chaises need fabric repair. They will be picked up on November 27th and be delivered back in three weeks. Some loaners will be left for use during repair. Maintenance, Brian LeBlanc, is doing good job keeping the pool area, grill and restrooms maintained. The pool heater temperature is set at 87°. Brian has code if adjusting is necessary.
- Asphalt – The asphalt was resealed, restriped and the car stops painted this year. Andy Pruitt said the car tires are picking up black from the asphalt and making black marks in the garages. Ernie stated this happens in Florida

because the asphalt gets so hot from the sun, and there is nothing that can be done to stop the asphalt from doing that.

- Dock Usage – A sign of the adopted rules for dock usage is ordered and will be posted at the dock.
- Vault – The vendor who cleans the vault recommends four times per year because of the large amount of sludge. If it is not cleaned out often enough, the filtration system can become blocked and result in thousands of dollars, which is what happened last year. Andy Pruitt asked if the association receives compensation from the neighboring business plaza for the rain runoff. Ernie Bago replied no.
- Generators – The A-B generator has an oil leak and requires a radiator replacement at the cost of \$9,000. Parts are on order.
- American Flag – With a donation to the Rotary Club, they will put up and take down an American flag at the front of the property for every flag-inspired holiday.
- Mulch – Phil Clavel stated the mulch being installed now is heavier, and he hopes that will help keep it from blowing into the elevators. He said Building A board has thought about putting bed borders. Ernie Bago stated Building C board put in borders, and it helps.
- Trees – Phil Clavel stated City of Venice has landscape plans for the campus of all their trees. At the entrance island, there is a tree missing. Last year two palms were removed between Building A and the bike path, and were never replaced. He said he didn't want the campus to lose their trees, and thinks the board should be mindful of the City's plan.
- Green Space – This is the common green space and clubhouse area. Dick Lombardi for the committee spoke saying the committee's initial objective was to get input from the owners on how the space should be used for the whole community of Waterfront. He presented the board with a survey sample, which can be web-based to the owners.

MOTION: Gene McGowan made a motion and Ernie Bago seconded to send an owner survey via web-based interactive form using the presented example as a format as the Green Space Committee had recommended to the board in order to get opinions of Waterfront owners of what they would like to see there. A discussion followed.

MOTION: Ernie Bago made a motion and Phil Clavel seconded for the board to table voting on the owner survey as it is and for the committee to amend and present again to the board for a decision. All were in favor and the motion passed.

- Kayaks – Carl Nehmer reported the committee has located a storage rack that will hold six kayaks, which will be donated to the Master Association. Ernie Bago suggested using the donated rack as a beta test in moving forward for additional ones. He added the rack will be bolted down at the recycling enclosure area.

MOTION: Gene McGowan made a motion and Lori Kowalski seconded to accept the donation of the kayak storage rack. Joe Croteau stated because the association is a not-for-profit corporation, the association would have to pay taxes on anything donated to it. A discussion followed. Gene McGowan withdrew his motion. Ernie Bago then stated the Master Association will purchase the storage rack.

- Insurance – Joe Croteau reported he and committee members from all three buildings had reviewed the Master Association insurance policies' coverage. They had some environmental protection added that previously had not been included. The Master Association is not required to have flood insurance, but that is being explored for the Master to obtain.

7. New Business

- Lori Kowalski stated a maintenance garage / shed is needed. The question was asked would an owner be allowed to purchase a shed, be the owner of the shed, but let association maintenance personnel use it. Ernie Bago stated more information to move towards a maintenance shed. Phil Clavel stated the former maintenance workspace was an environmental disaster and all three buildings had to pay for toxic waste cleanup. He thinks a separate maintenance garage is needed. Joe Croteau stated he saw no proof given this item is needed, and that the board would need more information as to the need of a maintenance garage. A discussion followed.
- Entry System – Ernie Bago stated four proposals had been received, and he has a project memo explaining the scope of work, why the new system is needed, installation locations and how it will basically operate. Stacey Rehert stated the present system is the original and gave points of needs as to why the system needs upgrading and what process the committee went to arrive to now. Ernie Bago stated each building will vote for their individual association, and the master will vote for the main gate entrance system. A discussion followed. Joe Croteau stated money is in the reserves to pay for the system for the main gate.
- 2018 Christmas Boat Parade – Ernie Bago stated a notice will be sent out to all Waterfront owners for a list of their expected parade guests.

- Argus Property Management Fee Increase – Ernie Bago stated the annual fee has increased approximately \$200 for the Master Association. Joe Croteau said he wants to understand from Argus why the increase, and that he will call to find out.

8. Owner Comments

- Dave Davis, Building A owner, thinks there is not enough room inside the fence for the kayak storage rack. He also stated he supports the City's tree site plan.
- An owner thanked the board on an excellent job in landscape improvements around the campus.
- Kudos was given to Brian LeBlanc, maintenance, for taking care of the erosion problem behind Building A.
- It was pointed out the Green Space Committee has worked hard in what to do with this space.
- An owner asked what steps is the Master Association taking for the betterment of the environment in the use of landscaping chemicals. Ernie Bago replied he will get a statement from ArtisTree as to what they use.
- An owner stated there are residents who are not cutting up their cardboard boxes.
- Will Waterfront owners be able to retain the option to punch in a code with new entry system? Ernie Bago replied yes.

9. Set Next Meeting Date

Ernie Bago said he saw no reason to wait until April for their annual meeting. A discussion followed. March 18, 2019 was the agreed upon date for the Master Annual Meeting, time to be determined.

10. Adjournment

MOTION: A motion was made by Gene McGowan and seconded by Stacey Rehert to adjourn the meeting. All were in favor and the motion passed. The meeting adjourned at 11:08 AM.

Respectfully Submitted,

Denise Duffina, CAM
Argus Property Management