

THE WATERFRONT MASTER ASSOCIATION, INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS March 18, 2022

MEETING MINUTES

1. Call to Order

This meeting was a virtual phone-in meeting only due to the pandemic. President Mark Cashdollar called the meeting to order at 10:30 AM.

2. Roll Call and Establishment of a Quorum

A quorum was established by manager Denise Duffina by calling roll call:

Building A representatives: Present was Gary Keith.

Building B representatives: Present were Joe Bornhorst, Mark Cashdollar and Scott Kula.

Building C representatives: Present were Stacey Rehert, Brian Smith and Don Volk.

Manager Denise Duffina was present at the meeting representing Argus Property Management. Also present were 15 unit owners.

3. Proof of Notice

Manager Denise Duffina confirmed written notice was emailed to the board members no less than fourteen (14) days prior to the meeting and notice posted on each Waterfront building in accordance with the association's bylaws and the Florida State Statutes.

4. Approval / Disposal of Minutes: November 30, 2021

MOTION: A motion was made by Stacey Rehert and seconded by Don Volk to amend and approve the November 30, 2021 meeting minutes in Section 5A.I corrected as follows: "Operating expenses remain essentially the same in 2022 versus ~~2022~~ 2021." All were in favor and the motion passed.

5. President's Report

Mark Cashdollar announced there are two new members this year: Joe Bornhorst for Building B and Brian Smith for Building C. He then followed with his report:

- 1) Master Board Members for 2022
 - a. Building A – Phil Clavel, Gary Keith & John Klamt
 - b. Building B – Scott Kula, Joe Bornhorst & Mark Cashdollar
 - c. Building C – Brian Smith, Don Volk & Stacey Rehert
- 2) Finances are in a very solid position with \$279,000 in reserves and \$88,000 plus in operating. He thanked treasurer Don Volk for his leadership. Budget is about even year-to-date, but it's early in the year yet. The trimming of the mangroves was a large expense at \$5,600 and \$2,500 for electricity to the cabana to operate the shades.
- 3) Front Gate
 - a. Contracted with Precision Gate and Security to upgrade the entrance gate
 - i. Installed new Viking F-1 Operators with a battery back-up in addition to installing a new mag lock and relocating the SOS sensor – Cost was approximately \$7,500
 - ii. You will notice as you approach the gate, the right-side swings out of the way first prior to the left-side swinging open – this is by design. Some of our previous issues was blown fuses caused by the gates trying to overcome the mag lock. By energizing the right side a few seconds early should eliminate the problem
 - iii. We will talk more about the gate under old business but to date, we have not seen any issues with the entrance gate during the night time hours that we have it closed
- 4) Vault
 - a. We have talked previously about the vault not draining properly. As you may have noticed, it seems we continually have three or four inches of water in the vault, which then, combined with the Florida sunshine, is prime conditions for the growth of moss and algae
 - b. Unfortunately, the vendor that we have been utilizing to maintain the vault, Superior Land Solutions, has ceased operations as of the end of 2021

- c. As a result, I have spent hours trying to understand how the vault is supposed to function. This included having some vendors come out and explain how they thought the vault functions
- d. With significant help from new Master Board member Joe Bornhorst, we now know exactly how the vault was designed to operate. After spending a few days reviewing construction drawings, we have determined the south of the vault is the only egress for the water. Water enters the vault from both ends and the back but only exits from the south. There are two means of egress –
 - i. one thru a 42” pipe that runs under the parking lot makes a left turn and heads to the intercostal. Before getting to the intercostal this 42” pipe enters an 8’ x 8’ cleanout room. That is divided with a skimmer to keep large debris from going on to the intercostal – this system only operates when we have a significant amount of rain in a short period of time.
 - ii. The other way the water drains is through a filtration system. Once the water in the vault reaches approximately a 6” level, it stops flowing through the 42” pipe and then runs through a filtration system of Type A and Type B aggregate in addition to a filtration cloth. This system is actually 18” below the floor of the vault where a 6” pipe running to the 8’ x 8’ cleanout room is covered with the aggregate.
- e. So, what does all this mean? Well we pulled the manhole covers on the 8’x 8’ cleanout room a few weeks ago and it seems fine. This was confirmed by the large amount of rain we had last Saturday. So we are convinced the secondary means of egress, through the filtration system is the problem. We believe this filtration system is clogged with moss and algae and thus adversely impacting the system. So we have two options:
 - i. For \$13,500 we can have a vendor pump out the vault, remove all debris, including the moss and algae, remove all the filtrations system in the channel and replace with new.
 - ii. For \$3,600 we can have a vendor pump out the vault, remove all the debris and clean the top part of the filtration system. We believe the moss and algae that has settled to the bottom is caked on top of the aggregate and is reducing the water flow. Cleaning of this should help the water flow
 - iii. At this point, we are leaning towards Option #2 – The \$3,600 Option
 - iv. We have also learned that ongoing maintenance of this system is going to just about double – from \$5,200 year to \$11,000 a year

5) Cabana Shades

- a. About a month ago, the Cabana Shades were installed. The shades make a significant difference in the Cabana. As these shades drop in place through gravity, they can be a little tricky putting down. Once down they are great and putting them up is no problem. But given the amount of wind pushing against the shade they can hang up as they are lowered. If you don’t immediately hit the stop button, the shade motor keeps running and gets bound up. This is a condition we have today – two shades not operational. We have a call into Harpers and hope to have a repair guy out soon
- b. The shades are for all of us to use. We have placed instructions on the wall on how to operate them. There are a number of us that are familiar to lowering the blinds when it is very windy – Once we get the blinds repaired, I will offer myself, Joe or Scott to provide a tutorial so you know what to be looking for and how to address any issues during windy conditions.
- c. We are exploring two more shades and possibly some inferred heaters to better utilize the cabana space but we need a better understanding of our finances before proceeding with these projects

6. Old Business

A. Front Gate

Mark Cashdollar stated the following:

1) Front Gate

- a. There has been much discussion about whether or not we should have the front gate opened or closed during hours of daylight.
- b. One thought is to leave them open during daylight to:
 - i. Reduce the congestion at the front gate
 - ii. Reduce the long-term wear and tear on the equipment
 - iii. We have not experienced any issues with the gates being opened during the day
 - iv. Our operating cost have been significantly reduced by having the gates opened during the day
- c. The other thought is to close the gates during the day so we have a “gated community” and prevent:
 - i. Strangers on the campus (pool, restrooms)
 - ii. Solicitors
 - iii. People looking for the office, etc.
- d. I feel I have already made a commitment that after spending the money on the new controllers, we would again try and have the gates closed 24 / 7. If we experience high maintenance costs or have other issues as a result of having the gates closed then we can revisit. Also if we do close the gates, we need a plan – what date do we start, how to communicate with Amazon, Fed Ex, UPS – all the delivery people.

- e. A discussion followed. Owner Judy Bago suggested doing a test for 24-hour closure of the gates before the board decides whether or not to close the gates. Ernie Bago stated during the summertime most people are gone and those still in residence would like to see the gates closed 24/7. A discussion followed.

MOTION: A motion was made by Scott Kula and seconded by Stacey Reherth to select a date for a 60-day trial period of 24/7 gate closure after which time the board will reevaluate. All were in favor and the motion passed.

B. Garage Painting

- a. Mark Cashdollar stated: We have contracted with Right Choice Painting (the contractor that painted the garages for Building A) to paint the two Master Garages by the bridge. We expect this work to be done early May. As a result, the assessment to the 13 residents utilizing those garages will be coming out in the next week. The assessment will be for approximately \$1,125. We will be using 15 year paint so we don't expect to paint again until 2037.

7. New Business

A. Election of Officers

MOTION: A motion was made by Gary Keith and seconded by Stacey Reherth to nominate Mark Cashdollar as president. All were in favor and the motion passed.

MOTION: A motion was made by Joe Bornhorst and seconded by Stacey Reherth to nominate Scott Kula as vice-president. All were in favor and the motion passed.

MOTION: A motion was made by Mark Cashdollar and seconded by Gary Keith to nominate Don Volk as treasurer. All were in favor and the motion passed.

MOTION: A motion was made by Scott Kula and seconded by Mark Cashdollar to nominate Stacey Reherth as secretary. All were in favor and the motion passed.

B. Parking Lot

Mark Cashdollar reported:

- a. We had Advance Asphalt out last week to walk the parking lot with us. This is the company that we used in 2018 to seal coat the lot and re-stripe the parking spots. They indicated that it was time to do the seal coat again and that we should probably be thinking of milling and repaving in 2026.
- b. The cost to seal coat and re-stripe the lot this summer (in the July – Aug) timeframe is \$6,500. This will take some considerable communication and understanding as we work through the complex logistics associated with the seal coating. Will impact deliveries as well. Not sure if I agree with only a four-year timeline for resealing.
- c. Just so we had an understanding of the long term cost, we explored what it would cost to mill and repave the lot. That cost is \$72,000 now and \$107,000 in 4 years. Looking at the lot I think it is still in pretty good shape and would hope we could do a couple more seal coatings before needing to spend the money to tear it up and repave. Time will tell, however. A discussion followed.

Mark Cashdollar stated there were a few unexpected expenses come up that are not in the 2022 budget as follows:

- a. Fence by the north end of the vault needs to be replaced as the post has completely rusted through causing a safety issue.
- b. There are a couple of tripping hazards caused by raised pavers and sidewalks that need to be addressed. They are minimal and manager Denise Duffina is getting a quote.
- c. As a result, I have elected to pause the electric vehicle charging station for the near future. I spoke with the ChargePoint salesman this week to let him know we are temporarily holding the project. I still strongly feel the ev charging stations are right for the community but I don't feel this is the right time to spend that money with all the other items facing us at this time.

He also stated it will soon be scheduled with Patricia Staebler to conduct a Master reserve study for the association, for which manager Denise Duffina is gathering information as requested.

8. Unit Owner Comments

- Judy Bago stated the overflow lot is never full. A discussion followed.
- Dave Grote stated the initial cost to clean the vault in the past was more than the new cost. He asked What is the guarantee on the \$6,000 option? He also suggested power washing the master garages before painting. A discussion followed.
- Ernie Bago expressed appreciation for Mark Cashdollar's involvement, transparency and hands-on work.

9. Adjournment

MOTION: A motion was made by Gary Keith and seconded by Stacey Rehert to adjourn the meeting. All were in favor and the motion passed. The meeting adjourned at 11:35 AM.

Respectfully Submitted,
Denise Duffina, CAM
Argus Property Management