

Avellino Isles Condominium Association, Inc

Board of Directors' Meeting Minutes

September 28, 2020

Conducted Via Teleconference

Call to Order: The Meeting was called to order at 3:05 pm.

Notice of Meeting: Notice of the meeting was posted in accordance with FL Statute 718.

Quorum of the Board of Directors: Steve Sorett, Rein Mannik, Margo Vincent, Linda Cataldi & Ann Graham.

Also, Present: Heather Keel, CAM of Cambridge Management

Approval of Prior Meeting Minutes: Copies of the Meeting Minutes from the June 29, 2020 and July 27, 2020 Board Meeting was provided to the Board of Directors in advance of the meeting.

A Motion was made by Margo Vincent to waive the reading of the minutes of June 29, 2020 and July 27, 2020 and approve them with changes. The Motion was seconded by Linda Cataldi and passed unanimously.

Management Report:

- Stencils for back of 2 Story Buildings: Stencils have been ordered but not yet received. The installer will install once received.
- Building 19 Panel Repair: Panel had an issue and was repaired by Electronic Protection Systems made the repair.
- Three Story Fire Exit Door Repairs:

A Motion was made by Margo Vincent to approve Watermark Proposal 20-12 in the amount of \$5,175.39. The Motion was seconded by Steve Sorett and passed unanimously.

- Fire Escape Cleaning – Completed
- Generator Indemnity Form: Only three units responded to the email communication regarding generators and provided signed indemnity forms.
- 2019 CPA Audit: John Dobra and Heather Keel have been in constant communication with the auditor and have been providing all requested information and documentation.
- Office Hours and Seasonal Update: Helen is expected to leave for Maternity the end of October. Autumn Hiles will be assuming Helen's responsibilities while on Maternity Leave.
- Pressure Cleaning of the third-floor balustrades: A proposal was obtained to clean the third story balustrades and additional areas around the clubhouse.

A Motion was made by Steve Sorett to approve the Safe Home Care proposal #14 in the amount of \$2,730.00 be paid from building maintenance and \$400.00 being paid from clubhouse maintenance. The Motion was seconded by Linda Cataldi and passed unanimously.

President's Report: Steve Sorett provided an update on the Hurricane Irma Insurance Claim and the current budget process.

Vice President's Report: Rein Mannik reported that 6 ARC applications have been processed in the past few months. Rein also provided a review of the Karin's Paint Agreement and their findings. The Roof/Paint Project Committee will consist of the following individuals: Rein Mannik, Jerry Vincent, Mike Zolidis and Ann Graham.

Steve Sorett spoke about the ARC authority email he sent on June 13, 2020 to the Board of Directors which was based on the authority guidelines set forth in the Governing Documents. Steve noted that the current ARC guidelines exceed the authority permitted within the Governing Documents and need to be revised.

A Motion was made by Steve Sorett to obtain a legal opinion from GADC Law Group on the authority of the ARC Committee and the circumstances by which the ARC can require an ARC application to be submitted. The Motion was seconded by Margo Vincent and passed unanimously.

Old Business:

RFP for Fire Protection: It was noted the RFP for the Fire Protection services has been completed and is ready to be sent to vendors. The current Cintas agreement has an expiration date of 02/2021 for service and 07/2021 for monitoring.

New Business:

Landscape Proposal 18301: The Landscape Committee presented a proposal from Leo Jr. for consideration.

A Motion was made by Margo Vincent to approve Leo Jr. proposal 18301 in the amount of \$6,164.50 for the replacement of aging plants in the community and additional plants at the mailbox area. The Motion was seconded by Steve Sorett and passed unanimously.

Aesthetics Committee: Heather Keel recommended that the Board of Directors begin to think about the creation of a sub committee for the purpose of researching the future aesthetics of the paint and roof colors for the roof replacement / painting of the buildings that is expected to start in 2021 should the Insurance Claim be resolved. Heather noted that there are free services offered by A&E Paints and Sherwin Williams that can be utilized to assist the committee. The average time for this overall process is three to six months and the recommendation is to start the process prior to yearend. The Board decided to not take any action on this matter and postpone any further discussion until a settlement is obtained.

Board Responsibility: Linda Cataldi initiated this item and made the following Motions:

A Motion was made by Linda Cataldi to have all Reserve Expenditures approved by the Board of Director. The Motion was seconded by Margo Vincent.

Discussion was held in which Steve Sorett noted this is already the process.

A Vote was called and passed unanimously.

A Motion was made by Linda Cataldi to have Cambridge Management provide a monthly statement of individual reserve lines. The motion was not seconded. Discussion was held in which Heather Keel noted that the Association has pooled Reserves and as a result the accounting is not based on individual lines. Any reporting would have to be done manually and there would be a charge for such work. Heather also noted that the information that is being requested is provided in the GL that is included with the monthly financial statement under GL account 5010. The non-seconded Motion was Tabled until a future Board Meeting.

A Motion was made by Linda Cataldi to have a monthly report from Bill Mullins on the Reserves. It was noted that a conversation needs to be held with John as the Treasurer since his monthly financial report also provides an analysis on the Reserves. The Motion was not seconded and was tabled until a future Board Meeting.

Approve Communication Committee Cochairs: With the resignation of Jane Moore, the following Motion was made:

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| A Motion was made by Ann Graham to approve John Guthrie and Ann Graham as the cochairs of the Communications Committee. The Motion was seconded by Margo Vincent and approved unanimously. |
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Committee Reports: The Board of Directors thanked the Committees for the submission of their Committee Reports in writing.

Rick Feldt noted that he is in receipt of a proposal to address the issue of the pool heater from Pure Water Pools which includes the installation of a variable pump.

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| A Motion was made by Steve Sorett to approve Pure Water Pools proposal in the amount of \$1,580.87. The Motion was seconded by Margo Vincent and passed unanimously. |
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Adjournment: With no further business to discuss, the meeting was adjourned at 5:29 pm.