

**BOARD OF DIRECTORS MEETING
PALMA DEL MAR ASSOCIATION #5**

September 15, 2022

(Amended 9/17/22)

Attending – Preuett and Fisher (RPM) at the Resource Property Management Conference Room; Adams, Keefe, Schutt, Scoggins, and Sve via Zoom. Approximately 12 owners attended via Zoom. A quorum was established, and Preuett called the meeting to order at 10:02 a.m. Notice of the meeting was posted in compliance with Florida law. A motion to properly dispose of the minutes of the meeting of August 9, 2022, was made by Sve, seconded by Schutt, and passed 6-0.

Treasurer's Report – Keefe said the association was about \$8,500 over budget since the last meeting, due primarily to the unbudgeted \$9,800 cost of an engineering building condition survey mandated by the state and \$4,980 for a window header repair to Unit 213; repairing roof leaks at Units 1203, 1207, and 319; and replacing the pump room door and frame at a cost of \$1,717. Sve asked why maintenance bills to Del Mar Management are being paid in advance of work performed. Fisher said RPM pays bills when they are received. Preuett said he would contact Del Mar Management to determine why the association is being billed this way.

Security/Safety Committee Report – Board members expressed satisfaction with the performance of Securitas, the company that replaced Code 3 on July 1, 2022.

Old Business – Preuett said some villa doors still need to be painted but the board needs to advise how to proceed when unit owners are not present. Preuett asked for volunteers to create a timetable and monitor the project. Cristine Dobias (#122) and Barbara MacIntyre (#124) volunteered.

Repairs to the drains at the entrances were discussed. A board member at Palma #1 said the city had fixed its drains. A member said a board member at Palma #4 (G Building) was looking into that possible solution. Fisher said a plumber may need to be hired, and Preuett asked for an estimate.

Fisher reported that the Florida Department of Transportation has not responded to our claim regarding damage to the new entrance sign caused by one of the contractors building the bridge to Tierra Verde, and that project has finished. Fisher said the cost of repairing the sign by the association is estimated at \$1,424. If that option is approved, 50% of the cost should be borne by G Building.

Preuett said there are overpayments of maintenance fees by previous owners of four units that have been on our books for more than a year that should be refunded. Fisher said RPM's accountants had not yet identified these monies as being refundable and was waiting for their input. Fisher was tasked to contact our banks to proceed with those refunds.

New Business – A motion was made by Schutt and seconded by Scoggins to approve the contract with Securitas for approximately \$32,788 a year to provide security. Passed 6-0.

A motion was made by Sve and seconded by Keefe to approve the contract with H&H Environmental Services for \$3,450 for the annual trimming of the mangroves. Passed 6-0.

A motion was made by Sve and seconded by Keefe to approve the contract with Kenco Door & Hardware to replace the frame and door to the pump room. The work is scheduled to be performed on October 24, 2022. Passed 6-0.

A motion was made by Schutt and seconded by Adams to replace three signs in the pool and spa area to comply with new state regulations at an approximate cost of \$1,100. Passed 6-0.

A motion was made by Scoggins and seconded by Keefe to approve the contract with United Fire Protections for \$8,950 to replace 55 sprinkler heads in 24 tower units and common areas and three failed flow switches, and conduct a five-year inspection of internal pipes as required by code. Preuett requested a breakdown of the cost and installation of the damaged sprinklers in the individual units so that association may bill the owners as the sprinkler heads are association property. Preuett emphasized that unit owners must not paint the sprinkler heads or treat them as ornamental decorations. Motion passed 5-1.

A motion was made by Schutt and seconded by Scoggins to have Sve negotiate a contract with JNewton Enterprises to perform maintenance on the automatic door between the lower garage and the lower lobby. Passed 6-0.

The board discussed untidy storage areas on floors 11 and 12 in the towers and noted they have since been cleaned.

Preuett noted that a scheduled inspection of the tower roof has been delayed until there have been several dry days in a row. Fisher reminded the board that the roofs on the villas have not been inspected since 2018 and were not included in the Elevated Engineering's recent inspection report. A motion was made by Schutt and seconded by Keefe to authorize a contract for the inspection of roofs on all five buildings provided the cost did not exceed \$1,500. Passed 6-0.

The board discussed not renewing the Fire Alarm System and Monitoring contract with Johnson Controls/Tyco Integrated Security, which is scheduled to expire on November 28, 2022, due to unsatisfactory performance. The company failed to repair the system when it failed, claiming parts were unavailable, and has not been monitoring the system for some time. Sve wondered if the association could get remuneration from Johnson Controls for services not contractually provided. CSS-Sciens and Piper Fire Protection, which has the contract for G Building, were mentioned as possible companies to replace Johnson Controls. A motion was made by Schutt and seconded by Sve not renew the contract with Johnson Controls. Passed 6-0, and Fisher was tasked with exploring possibilities for a new company to provide these services.

To satisfy the requirements of the association's common property insurer, American Coastal, on September 10, 2022, Preuett sent a letter including Elevated Engineering's Condition Survey Project Repairs Contract Proposal which concluded there are no issues at present that endanger structural integrity. The Building Committee comprised of board members Preuett, Adams, Schutt, and Sve compiled a list of prioritized repairs and preventive maintenance issues to be addressed within the next two years and as reserve funds become available that was included. A motion was made by Schutt and seconded by Adams to approve the Building Committee's recommendations and the creation of a project manual by Elevated Engineering at a cost not to exceed \$3,000. Passed 6-0.

Cristine Dobias, the owner of Unit #122, informed the board that her condo continues to have flooding problems. Sve said the problem will be addressed.

A motion to adjourn was made by Schutt and seconded by Sve. The meeting adjourned at 11:40 a.m.