**BOARD OF DIRECTORS MEETING**

**PALMA DEL MAR ASSOCIATION #5**

**November 15, 2023**

 **Attending –** Adams, Keefe, Preuett, and Scoggins in person, Miller via Zoom, and Fisher and Vance Poland (RPM). Approximately 40 owners in person and about 10 via Zoom. A quorum was established, and Preuett called the meeting to order at 1:02 p.m. in the association’s recreation room. Prior notice of the meeting was posted via email and on the premises in compliance with Florida law. Keefe made a motion to accept and properly dispose of the minutes from September 14, 2023, that was seconded by Adams. Motion carried 5-0.

 **Treasurer’s Report –** Keefe reported that he had received a copy of the October financials from RPM only moments prior to the meeting and had not had time to study them. Through September the association as was about $1,300 over budget for pool and spa repairs, about $4,400 for the fire alarm system that is still awaiting a part, and about $1,900 for security With up-to-date information provided by Fisher, property and liability insurance through October was about $21,500 over budget for the first six months of our fiscal year because the premium was higher than anticipated. Utilities, maintenance and repairs, however, were significantly under budget. The association is adding about $24,700 to its reserves.

 Fisher reported the property is scheduled to be inspected by Reserve Advisors on November 30, 2023, to satisfy the requirements of a state law being enacted. The association should receive the report in late December or early January of 2024.

 **Committee Reports**

 **• Landscaping Committee –** Owner MacIntyre reported mulch had been purchased with association funds and spread around the property’s plants and shrubbery by volunteers, whom she thanked. She also answered queries from owners about the irregular hours when the lawn is being watered by explaining the pumps used by the Isla del Sol Yacht & Country Club that provides reclaimed water to the association are not functioning properly.

 **• Security/Safety Committee –** Preuett reported there are no serious issues involving the association. He added that he receives a weekly crime report within a five-mile radius of our address from the police department and noted that Isla del Sol is rarely mentioned.

 **Unfinished Business**

 • Preuett said he is continuing to hold off purchasing a replacement jockey pump to back up the sprinkler system in the tower until he gets an offer with an acceptable price.

 • In response to a question why owners have not been billed for sprinkler heads installed in the fall of 2022, Fisher said a dispute with United Fire Protections over poor performance by the company has been settled and owners will owe nothing. Ratification by the board for the contract with CSS/Sciens to properly replace defective sprinklers will be on the agenda for the next board meeting.

 • Fisher reported 98% of the owners had paid their special assessments prior to the November 15 deadline and that the loan to finance the shortfall in the budget for the insurance policy with Citizens will be fully repaid by December 12 when the next payment is due.

 • Fisher reiterated that repair work on the property’s buildings to be performed by Wilson-Kehoe-Miller will commence late in the first quarter or early in the second quarter of 2024.

 Citizens has informed the association that the roof on the tower still has at least two years of “useful life” before it needs to be replaced. Because of recurring leaks, however, the source(s) of which have not been identified in spite of repeated probes and are damaging units on the upper levels of the tower, following a lively and lengthy discussion the consensus of the owners in attendance was that the entire roof should be replaced now, even if it requires another special assessment. Adams made the motion that RPM begin soliciting bids for replacing the roof on the tower as soon as possible that was seconded by Keefe. Motion carried 5-0.

 Given the association’s problems using its current internal email system and website to respond to owners’ issues and provide updates, Poland suggested RPM take over those duties when the company begins using its new software at the start of 2024. He also suggested the association create a newsletter to keep owners informed.

 New Business

 Regarding a serious leak in Unit #1204 that has made it partially uninhabitable because of mold, Adams made a motion to approve a contract for $2,555 for Engineering Inspection and Restoration Services to locate and repair the leak. The motion was seconded by Preuett. Motion carried 5-0.

 Keefe made a motion to approve a contract for $6,944.94 for Jenkins Restoration to perform remediation services in Unit #1204 that was seconded by Adams. Motion carried 5-0.

 Scoggins made a motion to adjourn the meeting that was seconded by Keefe. Motion carried 5-0.

 The meeting was adjourned at 3:22 p.m.