

Palma del Mar 5 Association

**Board of Directors
Meeting Minutes**

The meeting of the Palma del Mar 5 Board of Directors (BoD) was called to order at 1:30pm on 3.15.24 at Palma5 Recreation Room - also telecasted via Zoom - by Deborah Schutt, BoD President.

Attending

Board of Directors: Debbie Schutt, Nicholas Stambula, Ann Adams, Tom Preuett, Anne Blakely,
Jim Miller, Shirin Kashani

Resource Property Mgmt: Scott Fisher

Owners: ~ 40 in person and 5 on zoom

Guest: Dan Sapp, partner and senior structural engineer, Elevated Engineering

The President recognized that prior notice of the meeting was posted via email and on the premises in compliance with Florida state statutes.

Minutes follow agenda format:

1. Review/Approval of the prior meeting minutes for 3.7.24 Board of Directors meeting: It was **moved** by Ann Blakely and **supported** by Nick Stambula to approve the minutes. **All Voted aye. Motion Carried.**
2. Officer Reports
 - a. **Treasurer** – Met with Debbie Rhinehart of RPM and Scott Fisher to review our budget for amendments. RPM has put a hold on printing and mailing the coupon books for condominium fees.
 - b. **Secretary** – reported a meeting with Scott Scoggins and Debbie Schutt, where Scott turned his association keys and hard copy list of parking, kayak, and bike assignments over to Debbie.
3. Unfinished Business
 - a. **Elevated Engineering Restoration Project Presentation** -Dan Sapp, partner and senior structural engineer from Elevated Engineering, gave a presentation and

answered questions concerning the ‘villa concrete improvements’ project performed by Wilson Kehoe Miller scheduled for June 2024.

- b. **Milestone Inspection Contract and Building Administration** - Dan Sapp agreed to send to the Board of Directors a contract for the milestone inspection and project administration for the ‘villa concrete improvements’ project for approval of Board of Directors at the next scheduled Board meeting on 4.25.24.
- c. **Roof Leak Repairs** - A change order for Roof Project - Phase1 was presented for approval. It was **moved** by Nick Stambula and **supported** by Anne Blakely to approve a change order on Phase 1 (Roof Repair) of the Roof Project in the amount of \$3,700.50 payable to Engineering Inspections and Restoration Services due to the repair work being larger than anticipated. **All Voted aye. Motion Carried.**

4. New Business

- a. **Board meeting schedule** - The Board of Directors agreed to regularly scheduled meetings on the 4th Thursday of every month at 6 pm.
- b. **Gardening Team** - It was **moved** by Anne Blakely and **supported** by Nick Stambula to recognize Barbara McIntyre, John Desarro, and Anne Sincavage as the volunteer Gardening Team. **All Voted aye. Motion Carried.**

5. Adjournment. The meeting adjourned at 3:40pm. It was **moved** by Nick Stambula and **supported** by Anne Blakely to adjourn the meeting. **All voted aye. Motion Carried.**

Next Board of Directors meeting: April 25, 2024 @ 6pm in Recreation room at Palma 5

Minutes submitted by: Shirin Kashani

Minutes approved on: 4/9/24 SKashani