

**Palma del Mar 5 Association
Board of Directors
Meeting Minutes 4.25.2024**

The meeting was called to order by Deborah Schutt, BoD President at 6pm on 4.25.24 at Palma 5 Recreation Room - also telecasted via Zoom.

Attending:

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

Resource Property Mgmt: Scott Fisher

Owners: ~ 25 in person and 3 on zoom

Guest: Sarah Alonso, McGriff Insurance

The President recognized that notice of the meeting was posted prior to 48 hours in advance on the premises in compliance with Florida state statutes and sent via email to all owners.

DISPOSAL OF UNAPPROVED MINUTES

It was **moved** by Anne Blakely and **supported** by Jim Miller to approve the 4.4.24 meeting minutes **All Voted aye. Motion Carried.**

It was **moved** by Tommy Preuett and supported by Anne Blakely to approve the minutes of the 4.9.24 meeting minutes. **All Voted aye. Motion Carried.**

TREASURER FINANCIAL REPORT

Treasurer Stambula gave an oral report.

Sarah Alonso gave a presentation on the various insurance policies, renewals and coverage. To date premiums received have come within budget.

UNFINISHED BUSINESS

Elevated Engineering Milestone Inspection Contract – It was **moved** by Nick Stambula and **supported** by Ann Adams to approve the contract with Elevated Engineering to perform the Milestone Inspection and Reports at a cost of \$10,400 to be completed by the end of the year. **All Voted aye. Motion Carried.**

Elevated Engineering Villa Project Administration Contract – It was **moved** by Anne Blakely and **supported** by Jim Miller to approve the Elevated Engineering Villa Project Administration contract for the villa/concrete work with Wilson Kehoe Miller at a cost not to exceed \$52,619. **All Voted aye. Motion Carried.**

Jenkins Restoration Remediation 8 Units – It was **moved** by Nick Stambula and **supported** by Anne Blakely to approve the lowest bid from either Jenkins or EIRS to remediate 8 condominium units and repair 9, with the remediation not to exceed \$60,792. **All Voted aye. Motion Carried.**

2024/2025 Board of Director Goals - It was **moved** by Ann Blakely and **supported** by Nick Stambula to approve the following goals:

1. Complete the roof replacement in the tower and the villa/concrete projects successfully, within scope, costs and schedule.
2. Improve communications with owners – listening to the owner’s needs and wants and providing the owner’s timely announcement, newsletter, agenda packages and notices.
3. Execute the amended budget.
4. Streamline operations, including contract bidding and selection process via an approved providers list, for accountability and delivery of high-quality services.
5. Complete the state required Milestone Report before January 1, 2025.

All Voted aye. Motion Carried.

Spaghetti odd stack AC Connections – It was **moved** by Nick Stambula and **supported** by Anne Blakely to proceed with the AC contractor Father & Sons to organize and improve the AC connections in stacks 1, 3, 5, 7 if the contractor is willing to do less than 100% at a cost of \$800 per owner. **Voting aye:** Stambula, Blakely, Schutt, Miller and Kashani. **Voting no:** Preuett and Adams.

NEW BUSINESS

2024/2025 Insurance Renewal Proposal – It was **moved** by Stambula and **supported** by Miller to approve the insurance package presented by Sarah Alonso within the budgeted amount of \$449,767 to allow for cost increases due to payment schedules. **All Voted aye. Motion Carried.**

Villa Unit 319 Roof Repairs – It was **moved** by Anne Blakely and **supported** by Jim Miller to approve the roof repair contract with ERIS for \$6,578. **All Voted aye. Motion Carried.**

Finance Committee – Roles and Responsibilities and members – It was **moved** by Nick Stambola **supported** by Jim Miller to approve the Roles and Responsibilities of the Finance Committee adding it is the liaison to the Insurance Broker and to approve members: Nick Stambola, Jim Miller, Scott White, Wes Carter and Jane Taylor. **All Voted aye. Motion Carried.**

Buildings & Grounds Committee – Roles and Responsibilities and members – It was **moved** by Anne Blakely and **supported** by Ann Adams to approve the Roles and Responsibilities of the Buildings & Grounds Committee and to approve members: Ann Blakely, Margarita Nieto and Ann Grossman. **All Voted aye. Motion Carried.**

3 - SOP Lease, Sales, Alterations – It was **moved** by Nick Stambula and **supported** by Jim Miller to approve the sales SOP. **All Voted aye. Motion Carried.** Action was postponed on the Lease and Alterations SOP.

Sales Application for Unit 313 – It was **moved** by Tommy Preuett and **supported** by Ann Adams to ratify the approval of the sales application of unit 313 to new owner Dr. Sandeep Naresh Chugani. **All Voted aye. Motion Carried.**

Lease application for unit 106 – April 1 – April 30 – It was moved by Anne Blakely and supported by Ann Adams to ratify the approval of the lease application for unit 106. **All Voted aye. Motion Carried.**

Adjournment - It was **moved** by Nick Stambula and **supported** by Anne Blakely to adjourn the meeting at 8:20 p.m... **All voted aye. Motion Carried.**

Next Board of Directors meeting: May 23, 2024 @ 6pm in Recreation room at Palma 5

Minutes submitted by: Shirin Kashani

Minutes approved on: _____