



**GRAND PANAMA BEACH RESORT OWNER'S ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING SATURDAY, JANUARY 26<sup>TH</sup>, 2019 @ 10:00AM CST MINUTES**

**CALL TO ORDER:**

Lee Waller called the meeting to order at 10:00 am CST.

**ESTABLISH A QUORUM:**

Present:

Frank Booke, Glenn Holliday, Nancy Stovall, Dean O'Reilly, Jeff Gembitsky, Chuck Rachke.

Association Management: Lee Waller, CAM; Amy Ludlam, Director of Association Accounting.

Not Present:

Peter Morreale

6 of the 7 Board Members present, a Quorum was established.

**CERTIFY MEETING WAS PROPERLY NOTICED:**

The notice for today's Board Meeting was properly noticed per FL Statute 718 and Bylaws.

**MANAGEMENT REPORT:**

Lee Waller provided the management report which included: Introduction to maintenance, common area, parking pass, accounting and support staff.

- Maintenance Items Completed so far: Pressure washed Tower 2 2<sup>nd</sup> floor deck, 1<sup>st</sup> floor pool deck, and ground floor by the real estate office; Replaced/matched all elevator cab lights; replaced broken dryer vent covers; adjusted building exterior light timers; switched pools / spas chlorination system from tablets to liquid; replaced Tower 1 spa heater; cleaning lobbies and walk ways; switching contact info for maintenance vendors to new management.
- Maintenance Items On Deck: Addressing Tower 2 spa heater which is under warranty, replace Tower 2 #2 pool heater; accumulate tools so staff can efficiently complete tasks; renting a lift to finish replacing parking garage lights that could not be reached;

investigating and work to close out water instruction in unit reports; pressure wash Tower 1 walk way and pool deck; Hiller Companies to replace Tower 2 P2 fire sprinkler lines; pricing for rug service for entry ways; creating a system of records to help track equipment repairs; City code violation on Grand Panama street sign \*Clair Pease noted that this sign did belong to BLP Properties and is being addressed.

- ACCOUNTING ITEMS: Amy Ludlam provided an accounting update: Currently switching billing info from Emerald View Management to Grand Panama COA, working with the Board to close the following bank accounts: 3 Summit Bank accounts, 2 Centennial Bank accounts, 2 Hancock Bank accounts, 2 Trustmark Bank accounts (The Trustmark accounts needs meeting minutes from today's meeting showing a change of authorized signers; These accounts will be moved to Community Bank who is providing better services with no fees; addressing unpaid bills dating back to November; we have sent out payment option info to owners including: ACH/Coupon Book/Paylease website. December's bank statements have been reconciled; moving reserves from straight line to pooled method per the December 8<sup>th</sup>, 2018 owner proxy vote; will change the Association Registered Agent in the next corporate annual filing in April.

**\*MOTION:**

Frank Boone made the motion to the authorized signers from Emerald View Management to the Board of Directors so the money can be moved from the Trustmark Accounts. Glenn Holliday second the motion

The motion passed unanimously with 6 yes votes.

- SECURITY ISSUES: Waiting on response with release from Rita Adkin's Attorney in regards to an incident on the pool deck in September 2018; review pet policy; review rules and regulations.
- Frank Book wanted to notate that all owners and tenants that do not have tags for their pets will need to have their pets registered. To register you will need to provide a copy of the vaccination records. At no point will dangerous breeds or a mix with a dangerous breed of dog be allowed on property. **NEW BUSINESS:**
- Replacement of Pool and Spa Heaters

Originally thought that 3 heaters would need to be purchased, now only two heaters need purchased (Tower 1 Spa heater and Tower 2 Pool Heater). We were able to have work on the Tower 2 spa heater done under warranty. These heaters with venting kit cost \$2,879.32 after tax. No action needed.

- Audit Engagement

Amy will move forward with CRI to perform the 2018 Annual Audit at a cost of \$12,000.00.

- Discussion of Regularly Planned Board Meetings

The discussion was brought up on having regularly planned Board Meetings. This provides a better scheduling format to plan for.

**\*MOTION:**

Frank Boone moved to have regularly scheduled board meetings Quarterly on the 3<sup>rd</sup> Thursday at 5:00 PM CT. Dean O'Reilly second the motion.

The motion passed unanimously with 6 yes votes.

**ADJOURNMENT:**

Frank Boone motioned to adjourn the meeting. Dean O'Reilly second the motion. The meeting was adjourned at 11:22 AM CST.