

GRAND PANAMA BEACH RESORT OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
February 10, 2023, 10:00 AM CT
Zoom Teleconference & GP Tower 2 Board Room, 11800 Front Beach Road
APPROVED MINUTES

- A. **CALL TO ORDER:** The meeting was called to order at 10:03 AM CT by Board President, Frank Boone.
- B. **ESTABLISH QUORUM:** Quorum was established with Nancy Stovall, Frank Boone, Glenn Holliday, Woody Junot, James Eagleson and Darrell Caudill participating either in person or via Zoom teleconference. Derek Gilbert (CAM) was also present in person on behalf of RC Association Management and Stephen Kilcummings was present as the Building Maintenance Supervisor in person. Derek Gilbert recorded the minutes.
- ALSO IN ATTENDANCE:** Owners in person (5) Five. On Zoom: Unknown number of Owners present via zoom teleconference.
- C. **PROOF OF NOTICE:** Derek Gilbert (CAM) verified Proof of Notice was posted according to Florida Statutes and Association Documents.
- D. **APPROVAL OF MEETING AGENDA:** On a **motion** by Glenn Holliday and a second by James Eagleson to **approve** the meeting agenda, the motion carried unanimously.
- E. **APPROVAL OF THE December 3, 2022 BOARD OF DIRECTORS MEETING MINUTES:** On a **motion** by Nancy Stovall and a second by Glenn Holliday, the meeting minutes were **approved**. Motion carried unanimously.
- F. **OLD BUSINESS:** Board President Frank Boone discussed the video that will be emailed to all Owners regarding future gate access and acquiring of fobs for the new paving lot. He noted paving of the lot would be completed once recording of the deed for the lot was finalized. It was noted that the grassy area could begin but the rest of the lot would start once the deed is recorded.
- G. **NEW BUSINESS:**
- A. **RFPs – HVAC ratifications** – Derek Gilbert presented proposals for evaporator coil replacement with Air it Cool for the fitness center at \$7,300.00, air handler replacement with Air it Cool for the office commercial unit for \$7,920.00 and air handler replacement with Air it Cool for the retail office back commercial unit for \$7,920.00 with lead times of March 1 for the evaporator coil and 12-13 weeks out for the air handlers. On a **motion** by Glenn Holliday and a second by Woody Junot to ratify the evaporator coil replacement with Air it Cool for the fitness center for \$7,300.00 with funding out of Reserves, the motion carried unanimously. On a **motion** by Glenn Holliday and a second by James Eagleson to ratify the air handler replacement with Air it Cool for the office commercial unit for \$7,920.00 and funded through general operating expenses, the motion carried unanimously. On a **motion** by Glenn Holliday and a second by Woody Junot to ratify the air handler replacement with Air it Cool for the retail office back commercial unit for \$7,920.00 and funded through general operating expenses, the motion carried unanimously. The commercial area replacements will be tracked separately out of general operating expenses.
- B. **RFP – MCA radios ratification** – Derek Gilbert discussed the MCA Communications radio proposal in motion for 14 radios for \$10,041.50 set to be delivered by the end of

February. Nancy Stovall noted that this cost was already included and factored into the 2023 operating budget. On a **motion** by Glenn Holliday and a second by James Eagleson to ratify the MCA Communications proposal for \$10,041.50 for 14 radios, the motion carried unanimously.

- C. Electricity Discussion for 360 lot** – Derek Gilbert discussed what is being communicated with Florida Power & Light to have underground utility work completed around the perimeter of the new paving lot in order to install lights. FPL will install lights and lease them to the Association for an estimated \$115/month. Frank Boone discussed the reasoning for the Association to have lights installed on the new lot to protect the Association and prevent liability in case of accident or theft. FPL will have a design team do the running of the conduit and will need to charge the Association for this underground work before the lights can be installed.
- D. RFPs – 360 lot Paving & Striping** – Nancy Stovall noted that paving expenses for the new lot will come out of Reserves and that paving can begin before having the electricity work begin. Derek Gilbert discussed proposals at hand which were two from Emerald Concrete & Hardscapes, LLC, one for \$88,800.00 for asphalt and striping and \$174,000.00 for concrete and striping, and one from 360 Panama Flats for \$224,000.00. Steve Kilcummings noted that 6 additional bids were requested with only responses from one. Owner question from earlier was in regards to camera installation for the new lot. Steve advised that once lighting is installed that the camera placement will be able to be made and 1-2 cameras will be recommended to provide cross view coverage. On a **motion** by Glenn Holliday and a second by James Eagleson to accept the \$88,800.00 proposal with Emerald Concrete & Hardscapes, LLC for asphalt paving and striping of the new lot, the motion carried unanimously. On an Owner question on the placement of the lighting on the new lot, Steve advised that FPL is determining placement and that 360 Panama Flats lights stretch 50 feet onto the new lot with the new lights set to cover 150 feet all around each.
- E. RFPs – Stand Alone Parking Garage Light Poles** – Derek Gilbert discussed Board assessment of the current lights, two of which are twisted or leaning, all having major deterioration at the bases and 4 of the 6 not functioning. Proposals were presented for Jerry Pybus for \$28,810.00 for materials and labor and \$7,500 for labor only, Kenny Strange for materials and labor at \$34,000 and \$19,000 for labor only and LED Lighting Supply for materials only for \$12,778.40. Glenn Holliday inquired if the purchase and installation for new lighting can be funded out of insurance funds and determined by Coastal Insurance and management accounting. Jerry Pybus and Kenny Strange had lead times of 2-4 weeks for material and LED Lighting Supply was 1-2 weeks for material with scheduling of labor to be determined by either Jerry Pybus or Kenny Strange. Board discussion continued on the material options and consideration of having a table breakdown of the various costs. On a **motion** by Nancy Stovall and a second by Darrell Caudill to table discussion until further clarification from vendors on materials and pricing, the motion carried unanimously.
- F. Electronic Voting Discussion** – Derek Gilbert discussed Florida Statutes and authenticity requirements that have to be met for an Association to move to an electronic voting setup. A resolution for the Association also needs to be passed beforehand with the Board of Directors first. Owners would complete a form to opt-in which is turned into the Association and submitted to the company running the program being utilized by the Association for electronic voting to verify authenticity. Derek noted that voting is all-in due to the additional cost still required to mail out notices for those Owners who do not opt-in. The flat cost for the programs are on the assumption that all Owners use the electronic voting. Derek discussed the Becker Ballot quote for non-

Becker clients for 1 vote/year for \$750 and \$1080 for unlimited voting with a \$250 setup fee for either option. He noted the other option is to have the notices out earlier in accordance with the 14-60 range guidelines per the governing documents. USPS would still have potential delays on getting parcels to Owners and also back to the Association. Board discussion continued on various options and how collection of voting would be determined if there is electronic voting and hand mailed along with the acquiring of additional programs for pricing.

H. **ADJOURNMENT:** Glenn Holliday **motioned** and a second by Woody Junot to adjourn at approximately 11:05 AM CT. The motion was **approved** and carried unanimously.

Respectfully Submitted,

Derek Gilbert, LCAM

