

GRAND PANAMA BEACH RESORT OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
August 11, 2023, 04:00 PM 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 04:00 PM CT by President Glenn Holliday.
- B. **ESTABLISH QUORUM:** Quorum was established with Nancy Stovall, Glenn Holliday, Woody Junot, James Eagleson, Darrell Caudill and Jarod Triplett participating either in person or via Zoom teleconference. Derek Gilbert (CAM) noted that Stuart Sanderson had resigned in writing from the Board of Directors effective 08.10.23. Derek Gilbert (CAM) was present in person on behalf of RCAM Florida Association Management and Stephen Kilcummings, RCAM Florida, was present as the Building Maintenance Supervisor in person. Derek Gilbert recorded the minutes.
- ALSO IN ATTENDANCE:** Owners in person (8) Eight. 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 Nancy Stovall and a second by Darrell Caudill to add Board discussion at the end of the line items to the agenda, the motion carried unanimously. On a **motion** by Nancy Stovall and a second by Darrell Caudill to **approve** the meeting agenda, the motion carried unanimously.
- E. **APPROVAL OF THE MAY 15, 2023 BOD MEETING MINUTES:** On a **motion** by Nancy Stovall and a second by Darrell Caudill, the meeting minutes were **approved**. Motion carried unanimously.
- F. **OLD BUSINESS:** None.
- G. **NEW BUSINESS:**
- A. **Oracle Elevator Inspection Repairs Proposal Ratification:** On a **motion** by Darrell Caudill and a second by Woody Junot to ratify the Oracle elevator inspection repairs proposal for \$69,850.00 to be funded out of Reserves, the motion carried unanimously.
 - B. **RCI Irrigation Audit Repairs July Proposal Ratification:** On a **motion** by Darrell Caudill and a second by Woody Junot to ratify the RCI irrigation audit repairs July proposal for \$1,461.50 to be funded out of R&M Irrigation, the motion carried unanimously.
 - C. **Reserve Advisors Structural Integrity Reserve Study Proposal Ratification:** On a **motion** by Nancy Stovall and a second by Darrell Caudill to ratify the Reserve Advisors Structural Integrity Reserve Study proposal for \$11,100.00 to be funded out of Reserves, the motion carried unanimously.
 - D. **Valcourt Change Order #3 Proposal Ratification:** On a **motion** by Nancy Stovall and a second by Woody Junot to ratify the Valcourt Change Order #3 Proposal for \$32,296.88 to be funded out of Insurance reimbursement, the motion carried unanimously.
 - E. **Pool Furniture Quote/Invoice Ratifications:** On a **motion** by Woody Junot and a second by Nancy Stovall to ratify the Suncoast Outdoor Furniture Services invoice for pool loungers for \$10,598.35 and \$1,219.44 Amazon pool umbrellas to be funded out of R&M Pool Furniture, the motion carried unanimously.

- F. Roofing Plus Tiki Bar Roof Repair Proposal Ratification:** On a **motion** by Woody Junot and a second by Darrell Caudill to ratify the Roofing Plus Tiki Bar Roof Repair Proposal for \$4,710.00 to be funded out of Insurance reimbursement, the motion carried unanimously.
- G. Air it Cool Tiki Bar Exhaust Fan Proposal Ratification:** On a **motion** by Woody Junot and a second by Darrell Caudill to ratify the Air it Cool Tiki Bar Exhaust Fan proposal for \$3,200.00 to be funded out of operating expenses & commercial, the motion carried unanimously.
- H. Air it Cool Heat Pump Condenser for Tower 1 Laundry Room Proposal Ratification:** On a **motion** by Woody Junot and a second by Darrell Caudill to ratify the Air it Cool Tower 1 Laundry Room Condenser replacement for \$5,400.00 to be funded out of operating expenses & commercial, the motion carried unanimously.
- I. Insurance Liability Discussion:** Glenn Holliday discussed the liability of the bubble machines on unit balconies. Per the recommendation of the Association insurance agent of record, Anthony Dubose with Coastal Community, bubble machines are not allowed as the bubbles can't be contained to each unit balcony and have been indicated to have the potential to create a slip and fall with the soapy mixture. Anthony also noted that the Association's carrier would potentially drop the Association's property insurance coverage in the event of a claim attributed to the bubble machines. Glenn noted that there is already one claim from last year due to a trip and fall.
- J. Long Term Item Updates:** The Board of Directors noted that if a maintenance or outage can be taken care of in less than 4 hours, there will be no communication. If the maintenance issue or outage will take longer than 4 hours, a text communication will be sent to the Board members informing them of the situation and estimated resolution. For long term projects, each week a status of the projects will be posted to the secured portion of the Grand Panama Owner website under the tab Owner Resources – Owner Information. Derek noted that the Owner welcome packet for any Owners in general is on the unsecured portion of the Owner website in General Information and any contacts for utilities or other vendors is listed there.
- K. Electronic Voting Analysis:** Per the attached presentation, the Board of Directors evaluated the different electronic voting programs presented. On a **motion** by Nancy Stovall and a second by Darrell Caudill to elect AppFolio as the software program for electronic voting, the motion carried unanimously.
- L. Resolution – Electronic Voting:** On a **motion** by Darrell Caudill and a second by Woody Junot to pass the resolution authorizing an online voting system for Grand Panama Beach Resort Condominium Association, Inc, the motion carried unanimously. The Board of Directors noted that all electronic voting systems reviewed had a method to authenticate the unit Owner's identity and a method to transmit an electronic ballot to the electronic voting system that ensures secrecy and integrity of each ballot. The AppFolio program voted is part of the system the Association is currently using and currently would not incur additional fees.

Owners were provided a form to indicate their selection for notices and personal information. Any unit Owner who chooses not to use the electronic voting system will be provided a paper copy.

For both the paper and online ballots: Acceptance of ballots will close at the same time when the annual meeting is called to order. Three volunteers from the Owners in attendance at the annual meeting will be tasked with recording the votes. The only difference in recording ballots is that a tally by unit from the electronic voting system will be printed in the presence of the volunteers and the paper ballots will be opened and recorded. With the online system in compliance with Florida Statutes, results are not known until they are printed. Any electronic voting forms emailed, mailed or hand

delivered to the Association with signatures and dates before 08.11.23 must be resubmitted whether the form states Yes or No for electronic voting in order to be valid.

M. Board Discussion: Glenn noted the back and forth concerns being stated between some Owners on Facebook. He added that questions are answered on the GP Board email for general inquiries and documents information but that if an Owner brings a concern to the Board specifically against another Owner, the individual with the concern will be given the opportunity to present the concern at the next Board meeting and the individual who the concern was directed against will also be provided an opportunity to speak. Any concerns brought to the Board of Directors will be investigated to ensure all Owners are in compliance.

Glenn noted that with Stuart Sanderson's resignation the Board of Directors would be looking to appoint for the open position. To be consistent with the prior appointment, it was noted that the Board would look to the next highest vote candidate from the February 2023 election. Nancy Stovall was tasked with reaching out to these individuals.

H. ADJOURNMENT: Woody Junot **motioned** and a second by Darrell Caudill to adjourn at approximately 04:51 PM CT. The motion was **approved** and carried unanimously.

Respectfully Submitted,

Derek Gilbert, LCAM



Electronic Voting Analysis

Approximately 75% of the owners at Grand Panama Beach Resort, do not reside locally and do not always receive timely delivery of voting information.

There are huge advantages for the Association to implement an electronic voting system

- Saves costs for the Association (administration, postage, copies)
- Increases member's participation
- Eliminates mail delays and lost ballots
- Reduces meeting time involved in counting ballots
- Owner's that vote through the online system are counted as being in attendance at the meeting for purposes of determining quorum (condo control article)

Florida Statute 718.128 requires the association to provide an owner

- A method to authenticate the unit owner's identity
- A method to transmit an electronic ballot to the online voting system that ensures secrecy and integrity of each ballot
- A method to confirm, at least 14 days before the voting deadline, that the unit's owner's electronic device can successfully communicate with the online voting system

Legal and technical requirements to getting started with online voting

- Formally adopt a (one-time) board resolution authorizing an online voting system
 - Written notice of the meeting at which the resolution will be considered must be mailed, delivered, or electronically transmitted to the unit owners and displayed conspicuously on the condominium property at least 14 days before the meeting
- Establish procedures and guidelines for unit owners to consent in writing to online voting and an opt out option later
 - Any unit owner who chooses not to use the online voting system will be provided a paper copy

Cost Assumptions:

Current Paper Process

Board of Director Elections

Notice with candidate information, ballot and envelopes

3 envelopes - 1 for mail out of information, one for ballot, one for return of ballot for 305 units

Stamps for 305 envelopes

Labels for mailing

1 B&W copy .98 + 5 additional copies @ .16/ea=.80 + \$2.63 for 6+ pages for total \$4.41 for 305 letters = \$1,345.05 (some cost for those sent international)

Electronic Options

AppFolio

No additional charge for using online voting in the existing portal at the current time, but may be in the future.

Pros:

- Integrated within the existing owner portal
- Owner information updated at time of purchases and/or sale
- Compliant with Florida Statutes

Concerns:

- New module added to the portal
- No Association in Florida using the online module

BeckerBALLOT (non client)

\$ 750/single vote option +\$250 set up fee = \$1,000

\$1,080 unlimited voting for the year + \$250 set up fee

Pros:

- Developed by a Fort Lauderdale Law Firm
- Both single vote option and unlimited year option
- Link can be added to our website
- Compliant with Florida Statutes

Concerns:

- Not familiar with any Association using the system

EZ Vote

Single ballot purchase up to 300 voters \$189.89 ~305 voters \$193.05

Annual subscription \$266.26 plus additional options

Ballot Setup \$50

Email Invitation \$40

Email Reminder \$40/ea

Paper Ballots \$6-13 based on ballot packet content

Pros:

- Compliant with Florida Statutes
- Cost per ballot

Concerns:

- Additional cost for options

HOAst (now Cinc Systems)

Costs per Kay Dobbins First Residential

\$600.00 yearly fee plus .50 per unit (305) units \$762.50

Pros:

- Boardwalk CAM and an owner who also owns at Grand Panama Owner shared
 - The Association has used for several years
 - The system easy to use

Concerns:

- HOAst recently sold to Cinc
 - No response to email inquiries

Simply Voting

Systems Fees: Single election base fee of \$200 with 250 electors or less. For additional electors over 250, \$.40 each. For 305 electors, the cost is \$222. There is a one-time fee of \$150 to set up for owners with multiple units = \$372

Optional: Fully managed \$1,100 per election

Pros:

- Watercrest CAM shared
 - The Association has used for several years
 - Technical support very responsive
 - The system easy to set up and use
 - The Association currently has about 95% of owners voting on line
- Watercrest is also a client of our Attorney
- Cost includes invites and reminders
- Compliant with Florida Statutes

Concerns:

- Headquarters located in Montreal

Scenario	Cost Comparisons for Single Vote		P=Paper	E=Electronic	0% P 100% E
	100% P 0% E	75% P 25% E	50% P 50% E	25% P 75% E	
		Individual System	Costs		
Paper Process	\$1,345	\$1,009	\$673	\$336	0
AppFolio	0	0	0	0	0
BeckerBALLOT	0	\$1,000	\$1,000	\$1,000	\$1,000
EZ Vote	0	\$372	\$372	\$372	\$372
HOAst (Cinc)	0	\$763	\$763	\$763	\$763
Simply Vote	0	\$372	\$372	\$372	\$372
		Total Cost Using	Both Paper and	Online System	
AppFolio	\$1,345	\$1,009	\$673	\$336	0
BeckerBallot	\$1,345	\$2,009	\$1,673	\$1,336	\$1,000
EZ Vote	\$1,345	\$1,381	\$1,045	\$708	\$372
HOAst (Cinc)	\$1,345	\$1,772	\$1,436	\$1,009	\$763

Simply Vote	\$1,345	\$1,381	\$1,045	\$708	\$372
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