Watermark Condominium

Meeting Minutes of the Board of Directors

April 28th, 2023, 10:00 a.m. (E.S.T.)

401 North Atlantic Ave.

New Smyrna Beach, Florida 32169

Board Members in Attendance:

* Tom Wall – President (on phone)
* Paul Bryan - Vice President
* Jim Greene – Treasurer
* Ron Laramy – Secretary (on phone)
* Harold Anness – Director at Large (on phone)

Owners in attendance: Donna Schuiteman (#105) on phone, Bud Chappell (#503) on phone, Mark Maler (#502) on phone, Deb Malone (#104) on phone

Managers in attendance: Nikki and Dustin Gunter

**Proof of Notice**

Proper notification of the meeting was posted on the bulletin board at the property

**Call to Order**

A quorum of the board was established. The meeting was called to order by Tom Wall at 10:00 a.m. E.S.T.

**Disposal of the old minutes**  
Moved by Paul Bryan and seconded by Harold Anness that the minutes of the last board meeting be approved and disposed. Approved unanimously.

**Treasurer’s Report**

* We were around $8500 under budget thru March
  + Final payment on tennis court will be paid in April
  + So far so good, but we do know that there will be some large expenses coming up.
  + All owners are now paid up on assessments and reserves.

**Manager’s Report**

* Completed the tennis court along with the painting of the lines for pickleball
  + Also have added the basketball hoop.
  + So far the court has been a huge hit and has been used a LOT.
* We have completed and installed a number of sand fences with Dustin’s leadership and several owners assistance.
  + We are slowly starting to see some sand accumulating and will continue our efforts to help rebuild the dunes.
* The water catch-basin grate needed to be replaced.
  + A new steel mesh grate has been installed.
* Pool House doors have been re-sealed to buy us time before any replacement is necessary.
* Dustin has done a lot of work to make sure that our entire sprinkler system is working properly.
  + Many repairs have been made and the grass has responded.
* Continued ongoing efforts to make sure all of the building, grounds, walkways, balconies etc. are looking clean and kept up.
  + Many rounds of power washing.
  + Trimming all of the bushes, sea-grapes front and back.
  + Tom Wall expressed his gratitude for all of the work both Nikki and Dustin have done.

**Old Business**

* Tennis court recap/review
  + Ron talked about the entire process of the tear out and construction effort for the whole Tennis Court project.
    - The end result looks great, and we are encouraged by all of the use the court has been seeing so far.
      * We decided to stripe for two pickleball courts, one on each side of the tennis court net.
        + We purchased one portable pickleball net to see how much use one court sees and if we see the need, we will add a second net for the other court.

Paul Bryan asked about how the portable pickleball net has held up so far and Dustin said overall it has been good and time will tell how it weathers.

* + - We did a final walk-through with the contractor and had some follow-up issues addressed.
    - Due to the re-sloping of the tennis court from East to West, which will greatly enhance the drainage off of the court, they did need to raise the Southeast corner of the court quite a bit.
      * This and the overall construction of the new court has necessitated some landscaping discussions that we need to work through to put the finishing touches on the project.
    - We will also be discussing a few items that will be needed to properly maintain the court.
    - Overall, everything looks great, and Ron expressed his thanks to those who served on the tennis court committee for their efforts, especially Tania who went over and above on this project.
* Basketball backboard replacement discussion
  + Ron explained that during the tennis court committee discussions we had the option to have a permanently installed basketball backboard integrated into the tennis court but it would have been quite expensive and the committee and the board decided that purchasing a portable backboard and hoop made more sense financially.
  + Dustin did a quick search on options.
    - His recommendation is to go with the most inexpensive option.
  + Tom Wall asked about the lock for the gate on the tennis court.
    - We have seen a lot of use, but much of that use has been either before or after the managers have been on property so the lock hasn’t been consistently used properly.
      * Dustin has explored a combination lock that won’t require a key that would allow us to change up the combination periodically.
      * The board authorized Dustin to go ahead and purchase the less expensive basketball backboard/hoop option.
* Updated Rules and Regulations review and approval discussion
  + Only minor edits were necessary including:
    - Mention of use of the pickleball courts
    - Fixed some misspelling
    - Updated the dates.

Motion made by Ron Laramy, seconded by Jim Greene to accept and approve the updated Rules and Regulations as submitted. Motion carried unanimously.

* Updated FAQ’s review and approval discussion
  + FAQ’s have been updated with new HOA fees
  + FAQs were updated with the names of the new managers
  + Ron brought up that there were some updates needed as the current FAQ’s still include past assessments etc.
  + After discussion we decided to add a separate line discussing any assessment information.

Motion made by Ron Laramy, seconded by Harold Anness to approve the FAQs with the changes discussed in this meeting. Motion carried unanimously.

* Parking passes usage reminder
  + Nikki recently sent out our updated policy regarding the towing of unauthorized vehicles parking in our parking lot.
    - This parking permit reminder is also included in the rules binder that is located in each unit.
    - All owners and guests are expected to have parking passes in their vehicles.
    - Paul Bryan suggested that we add that golf carts are to use the designated golf cart parking space in the lawn area west of the Northwest parking lot.
    - Paul Bryan also asked about an official policy on when to tow.
      * In general we believe that the managers have a good grasp on the parking situation and when it is necessary to take action.
    - Tom asked about having someone paying attention to the parking situation during the managers days off.
      * Jim Greene volunteered and will be added to the authorized list.
* Watermark sign update
  + Nikki discussed the fact that although the new Watermark sign has been up for several months, we have had continuous discussions and alterations in the lighting etc. to make sure it looks the way we want it to look.
    - Final updates were being made that day of this board meeting and once that is done we should be good.

**New Business**

* Pool House upgrade progress
  + As mentioned we have resealed the doors.
  + The bookcases etc. have been removed.
  + All artwork and knick knacks have been removed from walls etc.
  + Dustin discovered a soft spot in the wall near the door that he will repair.
  + Cindy and Ted Stacy submitted a multi-phase spreadsheet of suggested plans for the efforts to update the pool house.
    - Phase one is largely finished.
    - Ron Laramy interjected that he thanks Cindy and Ted for their passion on this project and efforts that they have personally invested in making the pool house much more presentable. Paul Bryan and Harold Anness agreed.
    - Phase two included a proposed “not to exceed” budget of $1000 which would cover multiple items.
      * Discussion of phase two items that were “need to have” vs. “nice to have”.
        + Finish painting the walls is needed.
        + New mirrors, bulletin board, toilet seats, paper towel holder are all legitimate concerns.
        + We don’t believe the ceiling fan needs to be replaced as the room is air-conditioned.
        + At this time, we also don’t feel that we should spend a lot of money on carpet cleaning etc.
        + Harold asked about other options for the floor.

Dustin said anything that would make a real difference could be quite costly.

After discussion Ron Laramy made a motion to move forward with the items on Cindy and Ted’s Phase 2 plans including painting, new mirrors, new toilet seats, paper towel holder and bulletin board, but just removing the ceiling fan instead of replacing and holding off on any professional carpet cleaning efforts. The motion would include no more than $750 for the items mentioned. Motion seconded by Harold Anness. Motion carried unanimously.

* South Driveway repair
  + We have been dealing with a sink hole of sorts at the end of the south driveway near the fire hydrants.
    - Black top cracked and started to sink as well.
    - We have had several estimates for repairing this area ranging from $1100 up to $4500.
    - In the meantime, Dustin grabbed some asphalt from when they were working on the tennis court and patched this area and so far, it is holding.
      * At this time, we have decided to hold off on any repair in lieu of the needed future conversations on reserves that will include items such as this.
* Yard catch basin in south lawn
  + This was already discussed and has been repaired at a cost of $471.00
* Landscaping and sprinkler system upgrade
  + Dustin has received three different bids for landscaping around the tennis court
    - First bid from our lawn service company at $8625, but this isn’t all inclusive.
      * This would include 11 tons of river rock which would be a fairly thin layer.
    - The second bid came from the company that has done much of our landscaping already and this came in at $19,335 which does not include irrigation.
    - The third bid came from an independent company with many good reviews. This bid came in at $14,530 which included 21 tons of river rock. This would include taking out the palm tree on the north end of the tennis court. Also includes six and a half pallets of sod.
      * This is the bid that Dustin recommends based on his experience with the representative and their responsiveness and professionalism.
      * On an unrelated note, this company also provided a bid to fill in the area between the Esther Street Park and our lawn near the pool house which has been a regular route for trespassers with 25 saw palmetto plants. Bid = $2200  
        We will discuss later in the meeting.
    - Before any motion, Ron asked about how we are planning to pay for all of this.
      * Jim Greene said any monies left from the tennis court assessment should be used first (if there is any). Then it would go against the landscaping portion of the P & L and we would of course be over budget. We will have to deal with that later in the year once we know where overall finances are going to land for the year.

Motion made by Harold Anness, seconded by Paul Bryan to accept the bid from East Coast Landscaping for the total of $14,530 to do the landscaping around the tennis court etc including river rock and sod. Motion was approved unanimously.

* Steps down to the beach proposal
  + Due to the erosion of our dunes, the drop off on the path to the beach from our sea wall to the sand is a bit precarious, especially for owners and tenants who have difficulties getting around.
  + Dustin has researched options to assist in making this more manageable for everyone.
    - He found an adjustable three step dock stair set up with a handrail for the cost of $763.00. This is a free standing, all aluminum option.
    - Dustin also found a less expensive option which was narrower, didn’t have as good of a non-slip surface and reviews weren’t great.
    - The last option was a top of the line option which would be to go with a true wooden ramp that would cost over $3000.
  + Ron Laramy asked about any possible liability exposures this would open us up to by installing a portable stairway.
    - The consensus was that we already are supplying steps and this proposal would be safer than that.
  + Paul Bryan mentioned that we are hearing that we will have sand replenishment efforts taking place which could make this stairway unnecessary.
    - Dustin will be following up with the county on this subject.
    - In the meantime we will put this subject on hold until we know more.
* Tennis Court maintenance needs.
  + To properly maintain the new tennis court we do need to make sure we have the right tools to do so.
    - We need a roller squeegee to remove any water that remains on the court.
      * Dustin found several options.
      * We authorized Dustin to go ahead and purchase one at a cost of around $100.
    - Dustin looked at a variety of high-powered blowers
      * Recommendation to rent a blower to see if it would do what we think it needs to do.
      * Paul Bryan suggested that a backpack blower would be overkill for what we need.
        + Tom brought up that once the landscaping is done there will most likely be much less debris/dirt on the court.
        + Dustin said that his personal option is that we use our existing blower and sweep as needed for now.
    - The decision was made to purchase the squeegee now and then hold off on any further blower discussions until after the landscaping is completed.
* Shade structure by pool discussion.
  + Harold Anness had initially brought this up as other than the small table umbrellas by the pool, there is no relief from the sun.
    - Rather than a hard structure, a thought around canvas canopies that might make more sense.
      * Also Paul mentioned there are large umbrellas that are available.
        + This might be something to research as well and determine if this might make more sense.
      * Ron mentioned that he would be open to exploring the canvas options, but Paul said that he would be hesitant to cover any of the current paver area around the pool.
    - Dustin will research the large umbrellas options and will bring what he finds to the board for future discussions for now.
* Gas Grill discussion
  + Many tenants, especially during the winter have mentioned they would like to have access to a gas grill.
    - The rules about keeping any gas grills a minimum of 21 feet from any building along with the fact that we don’t think people would keep them clean is an issue.
    - Ron also brought up that in discussions on this topic in the past, we tended to shy away due to possible liability/safety issues that might arise.
    - This would also add to possible issues with trespassers etc.
  + For now we are deciding to table this discussion.
* Plantings around sand fences discussion.
  + It was decided to put this discussion on hold pending learning more about the plans to replenish the sand on the beaches.
* Discussion around adding natural barriers to trespassers coming through the trees from the park parking lot onto our property.
  + East Coast landscaping has proposed planting 25 saw palmetto palms in the area where the people are currently coming through for a price of $2250.
    - Tom wanted to verify that this would be done on our property and Dustin said it would be.
    - Paul wanted to verify that the proposed plants would be big enough to do the job that we want them to.
    - Ron brought up that this area has long been a source of frustration as it is accessed regularly by trespassers and he is all for trying to do something to stop the flow of people coming through.

Motion made by Paul Bryan, seconded by Ron Laramy to authorize the expense of $2250.00 for East Coast Landscaping to plant 25 saw palmetto palms in the area discussed (pending Dustin verifying that the size of the plants proposed will successfully deter trespassers.) Motion approved unanimously.

* Elevator Door lock monitoring system requirement
  + We have recently been informed that there is a new (2021) requirement for a door lock monitoring system on elevators under the elevator safety code.
    - If the sensor senses the door is not closing properly it stops the elevator from operating.
      * We currently do not have this in place and as a result we would not pass our next elevator inspection which will take place in August of 2023.
      * We have received a bid of $11,900 for installing the necessary mechanism which according to Nikki’s research is on the low end of possible costs.
        + Nikki contacted other elevator companies, but they all said because we have a contract for our elevator needs through SEI elevator that they wouldn’t touch our elevator.
        + Also as mentioned the SEI “all in” bid appears to be on the low end of the cost estimates based on our research.

Motion made Jim Greene, seconded by Paul Bryan, to authorize the work on our elevator to add the door lock monitoring systems to bring it up to code, accepting the bid in the amount of $11,900. Motion approved unanimously.

* Board discussion around finances and possible assessment needs.
  + Decision to take a wait and see approach to see how the finances and budget play out over the next several months, but with all of the additional expenses between landscaping and the elevator in particular it is possible that an assessment may be needed later in the year.

**Open discussion**

* Tom once again thanked Nikki and Dustin for all of their efforts.

Adjournment

No further discussion so motion to adjourn was made. Meeting was adjourned at 11:47 a.m. EST