

Gulfside Villas Home Owner's Association

Board Meeting Minutes

March 2, 2011

I. Call to order

David Carruth called to order the board meeting of the Gulfside Villas Home Owner's Association at 6pm on March 2, 2011 in Gulfside Villas Unit #4 and via Skype.

II. Roll call

David Carruth conducted roll call.

- Members present: Anne Torsney, Andrew Parks and Paul Roth
- Members absent: Ann DeLuca

III. Quorum

Quorum was established

IV. Proof of Due Notice of Meeting

Meeting notice was posted and distributed to all association members by e-mail 72 hours prior to the meeting.

V. Approval of minutes from last board meeting

Prior board meeting minutes were approved and accepted. David Carruth signed the prior board meeting minutes.

VI. Previous business items discussed at the last board meeting

Elected new board members

VII. Old business

No old business

VIII. New business

a) Where and how should we store and maintain documentation? Possible solutions discussed were:

- Scanning and storing information on CDs
- Purchase a cabinet that would withstand the elements and store them in a condo on the property
- Internet / Cloud options

Discussion:

- Issue is that majority of documentation is in Mr. Peterson's storage room ... We need to figure out how to retrieve this documentation.

- We should try to assemble all of the organizations documentation together in one location as much as possible.
- We need to ensure that any owner is able to find and see whatever information they may be looking for.
- Need to investigate what if any legal regulations apply. i.e. are we allowed to store the information electronically on CD or other electronic mediums.
- What are the legal requirements for documentation retention... have heard it is 3 years

Actions:

- David will pursue obtaining documentation from Mr. Peterson's storage room
 - Paul will further investigate data retention requirements and corresponding options
- b) When pavers are installed on the Southwest portion of the property the wooden fence will have to be removed. The wooden fence should be replaced with the new fence at that time.

Motion made by Anne to replace deteriorated wooden fence with vinyl fence, 2nd by Andrew. Unanimous vote, motion passed.

- c) At the same time the above mentioned fence is replaced, replace the one wooden panel fence on the Northeast side of the property with the new fence.

Motion made by David to replace deteriorated fence with vinyl fence, 2nd by Anne. Unanimous vote, motion passed

- d) Replace the wooden cabinet in the pool pump area with an upgraded cabinet.

- Wooden cabinet in the pool area needs to be taken down and replaced with a water tight storage area
- There is a rat infestation in that area and it needs to be secured.
- The cabinet is used to store chemicals, paint and other excess materials from maintenance and repairs around the facilities.
- This cost is estimated to be approximately \$400 or less
- Motion to replace wooden cabinet made by Anne with a 2nd by David, and unanimously the motion passed.

Action: David will proceed with overseeing the improvement

- e) The purchasing of postage stamps, envelopes, copy paper, cost of copying, etc. by board members.

Proposal made to allow board members to submit expenses for the example types of miscellaneous expenses listed above and be reimbursed.

Motion was made by David, 2nd by Paul and approved by board unanimously.

- f) Swap out the four yard dumpster we currently have to two, two yard dumpsters for an additional \$65.00 per month.

Proposal was not approved.

Action: David will investigate alternative lower cost options to move dumpsters and produce an extra parking space.

- g) Define the acceptable colors for the outside window frames.

Not enough information was available to make any specific proposal.

Action: David will follow-up and find out all of the required facts.

- h) Seek advice to determine what is and is not acceptable to store in the parking spaces or decide on a measurement to determine what is acceptable.

Further investigation is required. Activities include a review of Condo Docs, other relevant local and state regulations and any relevant legal precedence that has been established. This may require legal consultation.

Action: Anne will lead the effort for further investigation.

- i) Discuss whether outside storage units should be allowed.

This topic was initiated as a result of the original request to add a storage unit by Brigitte Breton in Unit #7.

The board's position is that an owner can build out a storage area as long as it conforms to the same appearance as the rest of the units at Gulfside Villas.

Proposal was to approve this request for the construction of a storage or utility room as long as it is done in accordance with all local and state regulations.

Motion to approve made by Anne, 2nd by David and passed unanimously.

Additional items not originally on the published agenda ...

- j) Discussion about Mr. Peterson not paying his dues.
 - Nobody has been able to get in touch with him
 - The association has filed a lien against the property

- Anne spoke with the attorney who filed the lien and his position is that the Association does not have the option to pursue foreclosure at this time
- Comment made that the State of Florida has passed a law that assures that a Condo association is guaranteed 12 months of association fees out of the proceeds of a foreclosure
- As of March Mr. Peterson is 12 months
- It was suggested that we look at the option and process to foreclose in Federal Court
- We may need to raise the association fees to cover the shortage from Peterson
- As a point of financial reference... we believe that Mr. Peterson may owe \$250k on the condo and the most recent transaction, Unit #7, sold for \$207k

Action: Anne agreed to further investigate the Associations options

- k) Proposal made to scan Condo docs so that they can be available in electronic form to all home owners...

Motion made by Anne, 2nd by David, approved unanimously.

- l) Discussion about for sale or for rent signs...

Individual owners are not allowed to display signs at their individual units.

Proposal made to facilitate the need for owners to be able to display notices for rent or for sale a display board will be installed in front of Gulfside Villas for the cost of \$94.50.

A process will be developed for the board and the members to follow in order to approve the information posted to the display board.

David made a Motion to accept the proposal for the display board, 2nd by Drew, passed unanimously.

- m) Item of information ... a 2nd signature for a check under \$500 is not required and Richard Commons is authorized to sign checks under \$500. Richard Commons is also authorized to sign checks for utilities. In cases where a second signature is required David Carruth is 1st contact and if David is not available any of the other board members can sign as the second signature.
- n) Item of information ... it was decided that no further discussion about replacing the asphalt driveway was required at this time. While the association has passed a vote to replace the asphalt the association cannot

afford to do this project for 2 to 3 years. Further detailed discussion and planning will continue when the time gets closer to the association being able to make the investment.

- o) The board plans to try and have Board Meetings once per month.

IX. Adjournment

Motion made to adjourn by David, 2nd by Anne and the meeting was adjourned at 7:30pm.

Minutes submitted by: Paul Roth - Secretary

Minutes approved by: David Carruth – President

X

David Carruth
President