

Turtle Inn Beach Club  
Board of Directors Meeting  
Meeting Minutes

Date: May 18, 2019

Time: 8:54

Call to order

1. Welcome to owners & accept their comments
  - Limited to two minutes per owner- One owner stopped in to say hello.
  - Card of thanks for the Taylor family
2. Approval of minutes from March 2, 2019 meeting Motion to approve John/Bob Accepted
3. President's Report:
  - Visitors today – Glenn Canfield – Discussion from GC Contractors of various projects.
  - Roof- 2001 Roofing company-Skip keeps it operable.
  - Immediate: Walkway coating-Chip and remove the pavers, grind it down. Replace. Med grey withholds the appearance of dirt. History shows that it holds up. Discussion – Urethane products very expensive. Not good for maintenance. Cigarettes burns.
  - Suggested proposal-cost effective, it will take care of Expansion joints, Our maintenance guys can maintain. Can be recoated in a few years. Railings do not need removed. Work can be done in the fall and billed in the first of the year. VERY NOISY! Will need to shut down a floor at a time. 8 days or so per floor.
  - Breezeway enclosure. Need an architect/engineer. Will need to do all four floors. Split –tech unit suggested for HVAC. Need to see a site survey.
  - Long term thoughts-
    - May need to look at handicap restrooms.
    - Upgrade kitchen and bathrooms. Replace all shutoff valves/shower/ water leaks / all at one time.
    - Storage addition - Discussion. Have architect do a rendering. Glen to talk to Mary. Negotiate a price.
    - Ben –Volusia Brickstone –Discussion of paver cleaning and repair. SUGGESTED: TEST! Clean a section with different types of cleaner and degrease with a heated type of brusher on paver. Let go for 3 month. \$250 labor and then review. Dry Treat. Need resealed every 15 years. See Proposal.
  - Special Sales Offers – in place and available
  - Discussion on owners concerns
  - Timeshare Exit Companies – Article on Timeshare Exit scams. Info will be posted to Social media.
4. Supervisor's Report:
  - Audit Submitted
  - Roof work Over Laundry Room Complete- Atta boy, Bruce
  - New Grills in place
  - Foreclosures complete
  - Staff Situations – Hour Changes, New Staff, Staff Resignations. Discussion about Indeed boost.
  - Mattresses for Hide-A-Beds/Rollway's- 4 replaced
  - Fire Alarm Issues- Wigington repaired in one day.

5. Treasurer's Report: Submitted Motion to approve John/Linda Approved.

Discussion:

- Access to money- Maximum Amounts at any one bank -
  - Mary and Bob to research an additional bank. May need to look at names on account
- Collection of Maintenance fees running behind compared to last year.

### Treasurer's Report

5/18/2019					
		4/30/2018	4/30/2019	+ / - 2018	5/12/2019
<b>Paid Owners</b>		1311	1263	-48	1275
<b>T.I. Owned Units</b>		488	502	+14	501
<b>Delinquent Owners</b>		190	224	+34	213
<b>Total</b>		1989	1989		1989
<b>Bank Account Balance</b>		As of			\$423,362.19
<b>Edward Jones</b>					
<b>CD \$100,000.00</b>	<b>6 Months</b>	Reserves	1.65%	Matures	7/16/2019
<b>CD \$ 50,000.00</b>	<b>6 Months</b>	Reserves	2.40%	Matures	10/28/2019
<b>CD \$ 50,000.00</b>	<b>3 Months</b>	Money	2.35%	Matures	7/30/2019
<b>CD \$100,000.00</b>	<b>6 Months</b>	Reserves	2.40%	Matures	10/28/2019
<b>Miscellaneous Income</b>		4/30/2019			\$59,037.71
<b>Rental Income Turtle Units</b>					\$25,875.09
<b>Rental Income Other (Turtle Fees)</b>					\$7,156.32
<b>Unit Sales (2019)</b>		17			\$15,988.00
<b>Reserves</b>					
	<u>Remaining</u>	<u>Contribution</u>	<u>Expenses</u>	<u>Available</u>	
	2018	2019	2019		
• <b>Building Structure</b>	\$0.00	\$27,000.00	\$17,627.37	\$9,372.63	
• <b>Elevator</b>	\$22,742.72	\$11,000.00	\$1,400.00	\$32,342.72	
• <b>Mechanical &amp; Electrical</b>	\$27,604.08	\$18,000.00	\$2848.85	\$42,755.23	
• <b>Exterior Painting</b>	\$14,014.36	\$3,000.00	\$0.00	\$17,014.36	
• <b>Paving</b>	\$12,255.12	\$4,000.00	\$0.00	\$16,255.12	
• <b>Pool &amp; Spa</b>	\$0.00	\$18,000.00	\$0.00	\$18,000.00	
• <b>Roof Recoating &amp;</b>	\$77,349.70	\$18,000.00	\$0.00	\$95,349.70	
• <b>Unit Interiors</b>	\$56,157.07	\$100,000.00	\$0.00	\$156,157.07	
<b>Total (Topol's Report)</b>	\$210,123.05	\$199,000.00	\$20,476.22	\$387,246.83	
<b>Units in Foreclosure</b>					
<b>Submitted</b>		<u>Paid</u>	<u>Sold</u>	<u>Remaining</u>	

0				0	Completed
<b>Cook Out</b>	Through	4-30-19		\$1,067.29	

6. Maintenance Report:

- Maintenance Room Door Update – On Hold for walkway decision and possibly new doors on all three floors
- Luggage Carts – Complete and in service
- Pressure Cleaner – Bought and using. Did not work to clean the pool deck.
- Stairwell Painting – work continues. Also need to taper the landing on the stairwell outside the office.
- Flower Bed Drain Work – Still working on it but not complete yet.
- Trash Chutes – Tapered block issue at chute opening on each floor. May also need to have GC look at this and the wall between us and Sea Club.
- Curved Curtain Rods Report – Tabled for future meeting.
- Office Entrance Door – Need new door.
- Painting frames on Hide-A-Beds to avoid rust stains on mattresses
- Lubricating the screen doors on the balcony rooms. Needing to change rollers on some.
- Will be looking to varnish doors on kitchen cabinets as time permits.
- Deadbolt Locks are still rusting. Contractor has addressed this issue. Resolution has failed. Glen hired his Door and Lock guy for this project. Bruce will look for a box so we know who the Mfg. is and can contact them for possible replacement. Falcon W series, Grade 2 locks.
- Discussion of Handyman contract.

7. Housekeeping Report:

- Pillows- Patty will buy a few and try them. Test pillow protectors. Report for next meeting
- Casserole dishes- having trouble finding the ones with lids. Will continue to look.
- Staffing issues. Plan developed with Patty.

8. Old Business:

- Update on elevator contract with ThyssenKrupp. Discussions on contract issues and charges continue. Still waiting on another response from TK response. John will follow up on this for next meeting. New company responded on a Saturday with no charge.
- Update on RNS Implementation – Still working to get rates into the system. Time consuming but Brittany did it on her own. We've asked Amanda to check it over. Brittany is indicating the rate was not correct when she went in to reserve a room. Got our credit card swipe machine. Now we need to learn to use it. Everything on the CC machine that is not a rental has to be processed differently. Launch date is June 1<sup>st</sup>. Office help will get remaining questions to Bob/John so they can ask Jeff/Bob before going live.
- Quarterly Newsletter ONLINE to begin in the next few months – We ALL need to give this attention.
  - Assignments:
    - Bob – \$100 Promotion,
    - Phillip – Need for NEW owners & Reaching the Millennial, Sunset Clause
    - John – PR – Letter to Happy Guests
    - Linda – Social Media – Items related to others
    - Article on Timeshare Exit Companies and related charges
- Clean & Seal of pavers – Ben will clean a small area for \$250 for review.
- Main Roof Inspection and Repair – waiting on Skip to return and do this. After Memorial Day.

- Hot Water Heater Noises – Estimate from Ferran Services to replace current tank system with a Tankless Hybrid system for \$22,392. Wait on final numbers on separate laundry room figures for that decision. For the building a motion to replace current system with a hybrid tank less system by John, seconded by Bob.
- For the laundry room a motion was made by John, seconded by Bob to install a new system if the cost is \$6,000 or less before rebate.
- Rusting Fire Doors –Research continues on method to control rust. Follow up Bob and Linda.
- Elevator Cab Renovations – Has been approved, waiting on the correct time to install. Mary to coordinate with the elevator company to schedule.
- Walkway Tile Replacement – Moved to accept GC proposal by Linda, seconded by Bob

Carried over based on budget, etc.

- Replacement of palm trees or tables/chairs/umbrellas where removed.
  - Mary will contact Ben from the company that put them in and see what is available to replace them and an estimated cost. Tabled
  - Inquire as to a possible LARGE umbrella without a table. Tabled
  - Also look into a canopy like at Sea Club IV Tabled
  - Any other options to get better use of that space Tabled
- Replacement of palm in handicapped ramp – Tabled
- Damaged Bath Tubs – on-going.
- Upgrade Housekeeping Room – paint floor, replace closets, Shelving above dryers is not permitted to be used for fire code, large fans are needed for ventilation. Tabled

9. New Business:

- Maintenance Contracts –Talked to Blue Collar Construction, and he is interested. Monthly retainer fee, hourly rate. Bruce to determine the work.
- Camera for Elevators – Received proposal – Table for future meeting.
- Hiring New Maintenance Staff – bump up the order of Indeed based on cost. Mary will get estimate of cost.
- Pay for staff – Minimum Wage Possibly Raising. Need to review our bonus system.
- New Pool Furniture – chase lounges and chairs at tables – Wait until later in the year.
- New Umbrellas for pool area tables – Wait until later in the year.
- New Pool Area Tables – Wait until later in the year.
- Patching of walls in pool and hot tub area – Research continues
- Medical Marijuana Use at facility – Local law enforcement have advised all uses of marijuana are illegal in Florida. Proposed policy: that IF it ever becomes legal, our smoking policy IMMEDIATELY changes to only allow smoking on the room balconies. Need to place policy somewhere in our notes to owners that smoking of medical marijuana is not permitted in the state of FL. John/ Linda, Approved. Needs posted
- Special Assessment Consideration – Discussed \$100 vs. \$200 SA. Motion by John for \$200 SA to be paid over the course of 4 months in 2 payments, July 30 and September 30. Seconded by Linda. Approved.
- Appearance of properties on A1A in area – City Ordinances Changing. May be coming our way!
- Board Composition –
  - Moved to make John VP and retain the PR duties as well by Bob, seconded by Linda. Motion passed.
- Insurance for spouses of leads. – Mary will check price.
- Dry Fit Shirts – to purchase for staff. Brittany will check into pricing for board.
- Ways to drive owners website – Tabled for next meeting.
- Cleaning fee for owners renting out their own unit. We fully clean the room ONE TIME per week and one light optional mid-week cleaning. Motion by Linda and seconded by John, to charge \$50 room cleaning for each additional check out to allow owners to rent the room

out on their own. This fee is not charged if the unit is rented through the office. Effective Immediately

- Open for new business

10. Social Media Update: Linda Jeffries

- Report given with demographics of how and who we are reaching/engaging.

11. Public Relations Report: John Caupp

- Report given. Discussion. We are on target with what needs to be done. Most conversation surrounds comfort of furniture.

12. Future Meetings

- August 4<sup>th</sup>, 2019
- September 14<sup>th</sup> 2019
- November 9<sup>th</sup>, 2019

Meeting adjoins -5:41

Discussion of Turtle Inn Beach Club  
Board of Directors Emergency Meeting  
Notes

Date: May 19, 2019

Time: 12:45

13. New Business:

- Contract with RNS – Motion by Bob to terminate this contract, seconded by John. Motion passed unanimously.
- Begin search for a part time to full time CAM Licensed Manager to assist with the operations of the resort. Phillip will begin the search and hopefully have some answers at the next meeting.
- Discussion of items for the contract Handy Man to work on. List given to Mary and we will begin using him immediately.
- Discussion of meeting date in August. Date changed to Sunday, August 4<sup>th</sup> at 9:00 because of a lack of available rooms for a Saturday meeting.

Meeting adjourned 2:10.