



Meeting of the Board of Directors
March 19, 2022

Meeting Minutes

The meeting was called to order at 10:00am by Mike Bono, President. Seven Board members were present, six in person and Joe Venezia by phone. Therefore, a quorum was present.

Mike Bono reported that notice of the meeting was posted on site 48 hours in advance. This was confirmed by Jean Wilson.

Conrad Necrason made a motion to accept the minutes of the January 15, 2022, Board Meeting, as amended. Motion seconded by Dan Coleman. The motion passed unanimously.

Mike Bono said the minutes from the October 16, 2021, and November 20, 2021, Board meetings are available at the office for any owner who would like a copy.

Mike Bono reported that he is working on finalizing the new contracts for Jane Herman and Theresa Spiazzi.

Dan Coleman presented the Treasurer's report that included an end of year financial report. The following reports are attached:

1. Sea Coast Management, Inc. Financial Report for period ending 12/31/21, 1/31/22 and 2/28/22
2. Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures
3. Sea Coast Rental, Inc. 2021 Income and Expenditures Tracking Report

Dan reported that the deferred maintenance capital expenditure account has about \$51,500+ in the account and we will be taking out another \$40K. We are in good shape regards cash in the bank, i.e., we have money in the checking account to pay our bills.

Manager's Report:

Jane Herman was not present and not able to present the Manager's Report, although it was distributed at the meeting for the Board to read. A copy of the Manager's Report is attached.

Safety and Security:

Jason Grimmer and Jean Wilson attended the City of New Smyrna Planning & Zoning Board Meeting on March 7, 2022. Jason presented an overview of what occurred at that meeting related to the proposed 110-spaces public parking lot across the street. After listening to numerous residents in the area who attending the meeting that were not in favor of the parking lot, the Planning & Zoning Board denied the project by a vote of 5:1, primarily based on safety concerns. The developer will have 30 days to appeal.

Conrad Necrason was able to talk to the City of NSB again about two front gates for the property. We need at least a 14-foot gate. He was told there is no depth requirement. Conrad previously got a price of \$16.8K, which did not include pedestal and electronics; therefore, the cost might be up to \$18.8K each, plus we'll need an additional 6" wall behind the wall. The next step would be to have a formal set of plans drawn up for the Building Department to get a permit. Trent added that the gates are a deterrent, not a security system.

The next option under consideration is locking the front doors to the outside. Trent Hamilton said it must benefit everyone, and it doesn't protect the ground floor.

A third option is locking the courtyard doors; however, anyone can still access the elevators and stairwells, as well as the beach access.

Dan Coleman made a motion we proceed with planning and formal quotes for perimeter gates and fencing and that we split the cost between Sea Coast Management, Inc. and Sea Coast Rentals, Inc. Motion seconded by Mike Bono. The motion passed unanimously.

Dan made a motion that Jason proceed with planning of the proposal where we have security of the entry points at the beach access. Motion seconded by Conrad. The motion passed unanimously.

Buildings, Grounds and Maintenance:

Trent Hamilton volunteered to take the lead on maintenance with David Torres in setting his priorities while Jane is out. We have a part-time candidate to replace Ryan; however, he is interested 7:00-11:00am weekdays only.

Courtyard paver repair update: Mike Iannucci is ready to go but paver samples provided didn't match well. Conrad went to two places in Orlando and found a better match but materials are probably 4 weeks out.

Conrad will investigate a company recommended by owner, Julie Clarke, for landscaping repairs, particularly in the front where there are dark corner areas of the property.

Jason presented a draft of the project tracking report with goal of distributing it with future minutes.

Exterior lights: Dan said the Board needs to decide on type of bulbs we want on the building, property wide.

Elevator repairs: Materials are on site being stored for the 10 hatch doors and 2 car doors replacement project. Conrad suggested each elevator will be out of service for a week.

A motion was made by Dan to extend the meeting by twenty minutes. Motion seconded by Mike Bono. The motion passed unanimously.

Mailboxes: Mike Bono has been researching pricing to replace our mailboxes. Cost is \$13K-\$18K.

Insurance claim for lightning strike: Dan Coleman reported the adjustor had three agencies that must approve the fourth-floor hallway ceiling additional claim request. Two had already rejected the additional claim request. Options are to sue for it or accept the \$19,600 less the \$5,000 deductible and deposit the \$14,600 balance into the deferred maintenance account.

Rental Board Report:

Linda Necrason asked the Board to approve adding Terri Kennedy to the rental board. Conrad made a motion that was seconded by Jason. The motion passed unanimously. Therefore, the new Sea Coast Rental Board will consist of Linda Necrason, Mike Bono, Doug Shaw, Sheryl Kolessar, Terry Kennedy, and Jane Herman.

Linda reported on the Clubhouse kitchen renovation. Cabinets, appliances, countertops, backsplash, flooring, and paint are completed. The project should be finished within a week.

Linda reported on feedback from winter guests: John, a winter guest, put out a survey to approximately 50 winter renters and got 16 back. Pain points: Condition of elevators; shabby, out-of-date units with worn-out furniture, dirty carpet, and old appliances; unkept grounds; broken tiles; shabby pool furniture; water being shut off; need a higher toilet in the Clubhouse. They would like more seating around the pool area and better amenities such as a nice grilling area and firepit with seating.

Linda said the Rental Board will have to begin enforcement of units needing improvements or otherwise remove them from the rental inventory. Owner, Lee Polsky, said the winter renters appointed him as their spokesperson. He said they don't mind an increase if things are improved.

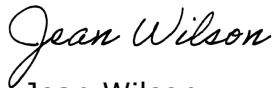
Linda is investigating options for wristband types and colors, including permanent silicone wristbands for owners and temporary wristbands for visitors.

Linda reported the new parking policy letter will be sent to owners with a goal of launching the new program on May 1st. Dan mentioned we only have 14 visitor spots.

Open forum: Nancy Drummond discussed her plumbing issues in Unit 515. Conrad Necrason provided a demonstration with PVC material and explained that the blockage was in the lateral PVC pipe, which is the responsibility of the owner. Due to concerns with our maintenance personnel trying to assist and snake her toilet, causing damage to the finish, Dan Coleman made a motion that we pay for 1/2 of \$755 plumber's bill and pay \$360 for one toilet. Motion seconded by Jean Wilson. The motion passed unanimously.

Jean Wilson motioned that the meeting be adjourned at 1:00pm. Motion seconded by Dan Coleman. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Wilson".

Jean Wilson
Board Secretary



Sea Coast Board of Directors Meeting
 Sea Coast Management Financial Report
 Period Ending 12/31/21

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance	per Bank Statement		33,055.57
1200 Reserve Balance	per Bank Statement 315215.18		306,005.11
	315,215.18 +7485.04 -16695.11 =306005.11		

Reserve Balance in QuickBooks:

6410 Roof Replacement	(1,250.00)		95,142.64
6420 Building Painting	(708.33)		87,855.99
6430 Parking Lot	(200.00)		21,921.52
6440 Deferred Maintenance	(1,000.00)		120,894.66
			(10,599.63)
			(16,695.11)
Note	2.63 Insurance Funding		7,485.04
		Sub Total	101,084.96
Total Reserve Balance per QuickBooks:			306,005.11

1100-Income

5001-Seacoast Monthly Maintenance	Fee Payments		31,472.32
5002-SeaCoast RSF Payment	(December)		2,015.00
5003- Unit 112 Income			-
5004- Laundry Income			268.00
5100 Other Income			
5005- Interest Income			0.24
	Total Income for December 2021		33,755.56

SEA COAST CONDOMINIUMS



Sea Coast Board of Directors Meeting
Sea Coast Management Financial Report
Period Ending 01/31/22

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance	per Bank Statement	41,466.48
1200 Reserve Balance	per Bank Statement 261385.83	261,385.93

Reserve Balance in QuickBooks:

6410 Roof Replacement	(1,250.00)	96,392.64
6420 Building Painting	(708.33)	88,454.32
6430 Parking Lot	(200.00)	22,121.52
6440 Deferred Maintenance	(1,000.00)	54,417.45
	2.63	
Total Reserve Balance per QuickBooks:		261,385.93

1100-Income

5001-Seacoast Monthly Maintenance Fee Payments		26,938.88
5002-SeaCoast RSF Payment	Jan-22	-
5003- Unit 112 Income		-
5004- Laundry Income		-
5100 Other Income		
5005- Interest Income		0.23
Total Income for January 2022		26,939.11

SEA COAST CONDOMINIUMS

Sea Coast Board of Directors Meeting
Sea Coast Management Financial Report
Period Ending 02/28/22

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance per Bank Statement	43,335.50
1200 Reserve Balance per Bank Statement 257,495.25 3160.00 February Reserve Balance	260,655.25

Reserve Balance in QuickBooks:

6410 Roof Replacement (1,250.00)	97,642.64
6420 Building Painting (710.00)	89,164.32
6430 Parking Lot (200.00)	22,321.52
6440 Deferred Maintenance (1,000.00)	51,526.87
4.63	
Total Reserve Balance per QuickBooks:	260,655.35

1100-Income

5001-Seacoast Monthly Maint Fee Payments	22,953.71
5002-SeaCoast RSF Payment Jan-22	-
5003- Unit 112 Income	-
5004- Laundry Income	472.00
5100 Other Income	475.00
5005- Interest Income	0.23
Total Income for February 2022	23,900.94

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #	Expense Category	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Income/ Exp
	Sea Coast Mgmt															
5001	Maintenance Fees	391,302.45	\$32,609	\$26,938.88	\$23,818.01											\$50,756.89
5002	Rental Service Fees	24,151.00	\$2,013	\$0.00	\$0.00											\$0.00
5003	Rental Income #112	0.00	\$0													\$0.00
5004	Laundry	2,500.00	\$208		\$472.00											\$472.00
5005	Interest	6.00	\$1	\$0.23	\$0.25											\$0.48
5100	Other Income/ Tax Collection	2,000.00	\$167		\$475.00											\$475.00
	Total Income	419,959.45	\$34,998	26,939.11	24,765.26	0.00	0.00	0.00	0.00	0.00						51,704.37
	Transfer Revenue (insurance set-aside)	0.00														\$0.00
	Total Income and Revenue	419,959.45	\$34,998	\$26,939.11	\$24,765.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$51,704.37
Acct #	Expense Category															
6129	Appraisal - Recorded in Professional Services															\$0.00
6130	Insurance Expenses Other															
6131	Flood Insurance	11,800.00														\$0.00
6132	Property	46,000.00														\$0.00
6134	Workman's Comp. Insurance	2,930.00														\$0.00
6135	General Liability	20,000.00														\$0.00
6142																\$0.00
6143	Umbrella	1,300.00														\$0.00
	Insurance Expenses Sub-total	82,030.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
6151	Cell Phone Expense	1,800.00	\$150	\$300.00	\$150.00											\$450.00
6152	Computer/Office Expense	1,500.00	\$125	\$80.00	\$178.90											\$258.90
6153	Office Supplies Expense	2,500.00	\$208	\$167.04	\$778.82											\$945.86
6154	Postage & Delivery Expense	850.00	\$71	\$0.00												\$0.00

Maint.Fees Due \$65,217.08
 Maint Fee Delta \$14,460.19

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #		2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Income/ Exp
6155	Telephone	2,900.00	\$242	\$219.55	\$219.55								\$439.10
6158	License & Fees Expense	500.00	\$42	\$61.25	\$26.25								\$87.50
6160	Bank Service Charges	50.00	\$4	\$1.05	\$1.67								\$2.72
6161	Advertising Expense	0.00	\$0	\$120.00									\$120.00
6162	Wireless Charges	2,000.00	\$167	\$164.11	\$164.11								\$328.22
6162.2	Office Expenses Other				-\$167.04								-\$167.04
6162.5	Condo			\$90.41									\$90.41
6165	Club House supplies	300.00	\$25										\$0.00
6167	Board Meeting Expenses/Other	100.00	\$8										\$0.00
6164	Winter Guests	0.00	\$0										\$0.00
	Office Expense Sub-total	12,500.00		\$1,203.41	\$1,352.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$2,555.67
6190	Professional Services Appraisal Wmg & Law	1,000.00	\$83										\$0.00
6193	Accounting Fees Expense	2,000.00	\$167										\$0.00
6196	Guard Service	5,000.00	\$417										\$0.00
	Professional Services Sub-total	8,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
6332	Payroll Expenses	80,530.00	\$6,711	\$6,858.34	\$6,398.34								\$13,256.68
6333	Social Security Tax Expense	5,282.77	\$440	\$425.22	\$430.79								\$856.01
6334	Medicare Tax Expense	1,240.16	\$103	\$99.44	\$100.76								\$200.20
6335	State Unemployment Tax Expense	300.00	\$25	\$19.89	\$20.16								\$40.05
6336	Federal Unemployment Tax Expense	492.00	\$41	\$41.15	\$41.69								\$82.84
6337	Health Insurance Manager	3,600.00	\$300	\$0.00	\$550.00								\$550.00
6337.1	Health Insurance Other	2,400.00	\$200	\$0.00									\$0.00
6338	Contract Employees, 1099	6,000.00	\$500	\$1,545.00	\$360.00								\$1,905.00
	Employee Expenses Sub-total	99,844.93		\$8,989.04	\$7,901.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$16,890.78
6410	Roof Reserve	15,000.00	\$1,250	\$1,250.00	\$1,250.00								\$2,500.00

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #	Description	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	August	September	October	Income/ Exp
6420	Building Painting Reserve	8,520.00	\$710	\$708.33	\$710.00									\$1,418.33
6430	Parking Reserve	2,400.00	\$200	\$200.00	\$200.00									\$400.00
6440	Deferred Maintenance Capital Expenditures Reserve	12,000.00	\$1,000	\$1,000.00	\$1,000.00									\$2,000.00
6450	Insurance Set-aside reserve	40,000.00	\$3,333											\$0.00
	D M Reserve Sub-total	77,920.00	\$6,493	\$3,158.33	\$3,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$6,318.33
6511	Building Repairs & Maintenance	10,000.00	\$833	\$97.89	\$7,411.19									\$7,509.08
6512	Grounds (Sprinklers & Plants) Exp	4,000.00	\$333	\$222.75	\$393.19									\$615.94
6513	Pool Service (Blue Robin) & Chemicals	7,500.00	\$625	\$820.00	\$665.00									\$1,485.00
6513.5	Pool Equipment, Expenses, repair & Furniture	3,000.00	\$250											\$0.00
6514	Maintenance Supplies	1,000.00	\$83											\$0.00
6515	Elevator Expense	7,000.00	\$583	\$2,233.08	\$349.44									\$2,582.52
6516	Maint. Unit Service Exp.													\$0.00
6517	Apartment #112 Repairs	500.00	\$42											\$0.00
6518	Gasoline Expense	200.00	\$17											\$0.00
6519	Laundry Repair	0.00	\$0											\$0.00
6520	Unit 112 Annual Maintenance Fees	3,680.00	\$307											\$0.00
6521	Pool Fence/Deck Maintenance	1,000.00	\$83											\$0.00
6523	Club House Expenses	1,000.00	\$83											\$0.00
	Maintenance Expenses Sub-total	38,880.00		\$3,373.72	\$8,818.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$12,192.54
6543	Income or Property Taxes or Local	0.00												\$0.00
6541	Federal Taxes/Penalty	0.00												\$0.00
	Taxes Subtotal	0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
	Contract Services													

\$7,101.67

2666

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #	Description	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Income/ Exp
6551	Cable TV Expense	63,324.00	\$5,277	\$5,585.35	\$5,540.36											\$11,125.71
6552	Interior Pest Control Expense	3,548.00	\$296	\$281.00	\$281.00											\$562.00
6553	Exterior Pest Control Expense	0.00	\$0													\$0.00
6554	Fire Alarm Expense	1,134.00	\$95													\$0.00
6555	Fire Extinguisher Expense	800.00	\$67	\$393.67	\$278.98											\$672.65
6556	Lawn & Tree Care Expense	3,000.00	\$250		\$330.00											\$330.00
6557	Credit Card Fees	0.00	\$0													\$0.00
	Contract Services Sub-total	71,806.00		\$6,260.02	\$6,430.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$12,690.36
	Utilities Expenses															
6561	Electrical Pool & Exterior Light Exp	11,000.00	\$917	\$797.33	\$351.40											\$1,148.73
6562	Electric, Water, & Sewer Expense	23,000.00	\$1,917	\$1,655.58	\$1,750.84											\$3,406.42
6563	Gas (Pool & Dryer) Expense	16,000.00	\$1,333	\$1,440.19	\$1,868.22											\$3,308.41
6564	Apt #112 Utilities	1,500.00	\$125													\$0.00
	Utilities Expenses Sub-total	51,500.00		\$3,893.10	\$3,970.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$7,863.56
7001	Uncategorized Repairs-unit repairs	0.00		\$0.00												\$0.00
	Operating Reserve	0.00														
	Total Expenses	442,480.93		\$26,877.62	\$31,633.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$58,511.24
	BALANCE	-22,521.48		\$ 61.49	\$ (6,868.36)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					-\$6,806.87

\$65,217
\$6,706

Budgeted Expense 385,984.00

SEA COAST CONDOMINIUMS



Manager's Report

March 19, 2022

The Office and Operations

The Office is open 7 days a week, from 9 AM to 5 PM. On some days, Theresa and I both are in the office, but since we each are working 5 days a week, the dates offset. We try to be sure and staff the office with both of us for the busiest times.

Elevators

We have had several items replaced on both elevators, and we are planning more. Building and Grounds will explain the planned renovation more fully in their report.

Our Maintenance team checks the tracks for the doors thoroughly every day. Sand and small pebbles are a problem if not removed promptly from the tracks. They clean the interior and the doors, inside and out.

Building and Grounds

Maintenance has been focusing on keeping the building clean and the planter beds weed free. Thursday is mowing day. After mowing the beds and walkways are edged and then grass and debris is blown off the walkways. David is working on replacing tiles in the walkways, and cutting expansion joints. We have several projects on our "To Do" list, including painting the curbs in the parking lot, repainting the stairwell handrails, and replacing broken walkway pavers.

Parking Passes and Arm Bands

We will be introducing new parking passes shortly, that are permanent hanger tags. We will also have new temporary day passes for Visitors. All Vehicles in the parking lot are required to have a parking pass issued from the Office.

Likewise, everyone on the property should be wearing a Sea Coast arm band. Upon arrival at the property, all Guests and Visitors should proceed to the Office to complete their check-in process and receive their parking pass and their arm band.

And a quick reminder. Only small garbage bags with kitchen garbage may be placed in the garbage chutes. No household items like rugs or lamps. No boxes. We've had a recurring problem with large items being placed in the chute and damaging the sheet metal sides, so that the chute clogs up and everything has to be removed from above it and carried down. Items like boxes, glass bottles, plastic bottles, should be carried to ground floor and placed inside the dumpster enclosure. We have recycling bins for each clearly marked. And please no dumping furniture or construction debris in the parking lot outside the dumpster enclosure. We have several companies that will carry away items and either donate them or dispose of them. Please call the office for contact info. Help us keep Sea Coast clean and beautiful.

If you have remodeling or any type of work to be done in your unit, please remember the Office needs to be aware of it. The contractor must be licensed and pull the appropriate permit with New Smyrna Beach. The Office must have a copy of that permit on file.

Rentals

Our Rental Grid is filling... summer is always a busy time at the property, and this summer will be no exception. The new rental rates go into effect April 1, 2022. We have increased the security deposit to \$500 for each month of the reservation. We are also proposing that the damage insurance be mandatory and part of every reservation. It's \$45, and gives coverage up to \$3000 for damage, providing another layer of security for your investment. I'm working to get all our Winter Guests registered for 2023. Most have already placed deposits for each month of their 2023 reservation.

I've updated the Rules and Regulations for the Guests, including items to NOT place in your disposal and items NOT to flush. I can print out and laminate signs if you would like to have that posted in your unit.

Jane Herman, Manager