



Minutes of Meeting of the Board of Directors
June 18, 2022

The meeting was called to order at 10:00am by Mike Bono, President. Six of the seven Board members were present in person. Trent Hamilton was absent. A quorum was present.

The Board President and Secretary acknowledged that the meeting was posted properly.

Dan Coleman motioned we approve the minutes from the May 21, 2022 Board Meeting, as presented. Motion seconded by Joe Venezia. The motion passed unanimously.

Financial Statement for Period Ending May 31, 2022 - Attached

Dan noted that the Deferred Maintenance account is \$11K. He also noted Parking Pass income was \$1,575.

We received an insurance settlement in June for the lightning damage claim for a little over \$14K. We had to meet a \$10K deductible. The funds will be transferred into the deferred maintenance account.

Conrad Necrason made a motion we accept the 5-31-2022 Financial Statement. Motion seconded by Jason Grimmer. The motion passed unanimously by all Board members who were present at the meeting.

Budget Tracking Report - Attached

Dan noted a \$12K shortage in maintenance fees dues. However several people have paid in June.

Insurance is going to be \$7,800 per month for our main Association policy. It went from \$62K to about \$100K this year.

A legal case that was about six years old filed by a lady who tripped on a paver was settled for \$40K. The lady had filed again with another lawyer.

The personal injury claim by a renter who got stuck in the North elevator last year continues to be in discussions with the insurance company and is still not settled.

Dan noted that parking pass expense was included in Office Expense.

Theresa needs to make a change to reclassify the expense for the beach gates from deferred maintenance to operating expense.

Dan noted that the negative BALANCE of \$8.K doesn't take into consideration that several people have paid their maintenance fees in advance.

Manager's Report - Attached

Jane Herman presented a summarized version of her Manager's Report. Please refer to the detailed version attached.

110-Space Parking Lot

Mike Bono asked if there was any update on the timeline of the 110-space parking lot to be built across the street. Conrad noted that in his experience permits take 2-3 months; therefore, the parking lot probably won't be completed before the middle of next year.

Building and Grounds Committee:

Conrad Necrason presented the committee's update.

Courtyard pavers are still 6-8-weeks out from being installed, waiting on materials.

Beach access gates were approved at last month's meeting and a deposit was paid. We are still 6-8 weeks out. Gates will be bronze. We still need to decide on locks.

The palm trees will be trimmed in the next two weeks.

We are waiting on a comprehensive written report from Geo View from their underground investigation near the sea wall using radar technology. No large voids were discovered underground; however, it opened up more questions. The roof drains may need to be investigated further, including the drain field. Geo View couldn't find the sewer lines due to the asphalt and lime rock.

Conrad talked to a company in Orlando who uses cameras to map underground lines with GPS. We need to look into and plan for doing this. The ground floor kitchens backed up in the 8 and 9 stacks last week. We need to GPS the lines in all stacks, map them and install some cleanouts. More investigation is needed but this needs to be addressed to avoid a much more serious event from occurring.

The elevator interiors were approved but not ordered yet pending funding.

Conrad suggested we get RL James lined up for another inspection for any building concerns to be done in the Fall.

Owner Julie Clarke suggested we amend the budget and increase the monthly HOA fees. Owner Chuck Mackoy suggested a special assessment to pay for it once. He noted that once the monthly maintenance fee is increased, the fee doesn't come down after the project is completed and paid for.

Conrad mentioned we contacted Bill Kipper from Southeast to look at the Sea Coast building structure last year after the Miami condo collapse and said the building was in good shape. Bill has since passed away. This year the State of Florida is going to require a structural engineer or architect to do this inspection by 2024. We have to register our condominium by end of year. We contacted our engineer, and the initial inspection (Phase 1) will cost about \$7,500. If there are concerns, then it moves to Phase 2 with remediation work to be completed and additional inspections.

Mike Bono made a motion that the Board put together a project list within the next two weeks, call a special meeting with 14-days' notice to approve, then provide 14-days' notice of a special assessment to the membership. Any unused funds would go to deferred maintenance. Motion seconded by Dan Coleman. The motion passed unanimously by all Board members who were present at the meeting.

Rental Committee Report

Linda Necrason reported that she had ordered additional guest/owner wristbands on May 30th, but the order has still not been filled.

Security Update

Conrad Necrason discussed security options being investigated. Trent and Conrad discussed putting a fence/gate in front of the knee walls and behind the shrubbery at the front of the building and on the south side of the building. It benefits everybody in the same way. A sketch was passed around at the meeting and a copy is attached for reference. Conrad said another option is separating the parking lot at the dumpster with a fence/gate.

Open Forum

Chuck Mackoy raised a concern about the stairwell lightning on the south side being very dark due to sea turtle lighting. Conrad will take a look at the situation.

Adjournment

Jason Grimmer made a motion to adjourn the meeting at noon. Motion seconded by Conrad Necrason. The motion passed unanimously by all Board members who were present at the meeting.

Respectfully submitted,

Jean Wilson
Board Secretary

SEA COAST CONDOMINIUMS

Sea Coast Board of Directors Meeting
Sea Coast Management Financial Report
Period Ending 05/30/22

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance	per Bank Statement	24,666.22
1200 Reserve Balance	per Bank Statement 226,716.73	226,716.73

Reserve Balance in QuickBooks:

6410 Roof Replacement	(1,250.00)	101,392.64
6420 Building Painting	(710.00)	91,294.32
6430 Parking Lot	(200.00)	22,921.52
6440 Deferred Maintenance	(1,000.00)	11,108.25
	47665	
	11.11	
Total Reserve Balance per QuickBooks:		226,716.73

1100-Income

5001-Seacoast Monthly Maintenance Fee Payments	29,895.89
5002-Seacoast RSF Payment	-
5003- Unit 112 Income	-
5004- Laundry Income	715.25
5100 Other Income	250.00
5005- Interest Income	0.37
5007- Parking Pass Income	1,575.00
Total Income for May 2022	32,436.51

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	Aug	Sept	Oct	Nov	Dec	Income/ Exp
	Sea Coast Mgmt															
5001	Maintenance Fees	391,302.45	\$32,609	\$27,333.39	\$28,375.18	\$35,947.93	\$29,304.93	\$29,947.78								\$150,909.21
5002	Rental Service Fees	24,151.00	\$2,013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00
5003	Rental Income #112	0.00	\$0													\$0.00
5004	Laundry	2,500.00	\$208		\$472.00	\$1,018.75	\$1,041.25	\$715.25								\$3,247.25
5005	Interest	6.00	\$1	\$0.23	\$0.25	\$0.34	\$0.35	\$0.37								\$1.54
5007	Parking Pass Income							\$1,575.00								
5100	Other Income/ Tax Collection	2,000.00	\$167		\$475.00	\$0.00	\$0.00	\$250.00								\$725.00
	Total Income	419,959.45	\$34,998	27,333.62	29,322.43	36,967.02	30,346.53	32,488.40								154,883.00
	Transfer Revenue (insurance set-aside)	0.00					0.00	0.00								\$0.00
	Total Income and Revenue	419,959.45	\$34,998	\$27,333.62	\$29,322.43	\$36,967.02	\$30,346.53	\$32,488.40								\$154,883.00
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						\$15.00								\$15.00
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	\$15.00								\$15.00
6151	Cell Phone Expense	1,800.00	\$150	\$300.00	\$150.00	\$150.00	\$150.00	\$370.54								\$1,120.54
6152	Computer/Office Expense	1,500.00	\$125	\$80.00	\$178.90	\$150.00	\$351.74	\$3,212.58								\$3,973.22
6153	Office Supplies Expense	2,500.00	\$208	\$167.04	\$778.82	\$284.77	\$219.89	\$218.28								\$1,668.80
6154	Postage & Delivery Expense	850.00	\$71	\$0.00	\$0.00	\$0.00	\$30.00									\$30.00
6155	Telephone	2,900.00	\$242	\$219.55	\$219.55	\$219.55	\$60.00									\$718.65
6158	License & Fees Expense	500.00	\$42	\$61.25	\$26.25	\$60.00		\$250.00								\$397.50
6160	Bank Service Charges	50.00	\$4	\$1.05	\$1.67											\$2.72

Maint.Fees Due \$163,045.00
 Maint Fee Delta \$12,135.79

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	Oct	Nov	Dec	Income/ Exp
6161	Advertising Expense	0.00	\$0	\$120.00		\$60.00									\$180.00
6162	Wireless Charges	2,000.00	\$167	\$164.11	\$164.11	\$164.11	\$164.01	\$163.62							\$819.96
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				\$10.00								\$10.00
6164	Winter Guests	0.00	\$0												\$0.00
	Office Expense Sub-total	12,500.00		\$1,203.41	\$1,352.26	\$1,088.43	\$985.64	\$4,215.02							\$8,844.76
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
6332	Payroll Expenses	80,530.00	\$6,711	\$6,858.34	\$6,398.34	\$7,068.34	\$7,158.34	\$6,518.34							\$34,001.70
6333	Social Security Tax Expense	5,282.77	\$440	\$425.22	\$430.79	\$438.24	\$477.92	\$438.24							\$2,210.41
6334	Medicare Tax Expense	1,240.16	\$103	\$99.44	\$100.76	\$102.49	\$111.77	\$102.49							\$516.95
6335	State Unemployment Tax Expense	300.00	\$25	\$19.89	\$20.16	\$4.11	\$1.67	\$0.00							\$45.83
6336	Federal Unemployment Tax Expense	492.00	\$41	\$41.15	\$41.69	\$39.71	\$3.45	\$0.00							\$126.00
6337	Health Insurance Manager	3,600.00	\$300	\$0.00	\$550.00	\$0.00	\$550.00	\$550.00							\$1,650.00
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		\$1,140.00	\$1,200.00							\$4,245.00
	Employee Expenses Sub-total	99,844.93		\$8,989.04	\$7,901.74	\$7,652.89	\$9,443.15	\$8,809.07							\$42,795.89
6410	Roof Reserve	15,000.00	\$1,250	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00							\$6,250.00
6420	Building Painting Reserve	8,520.00	\$710	\$708.33	\$710.00	\$710.00	\$708.33	\$708.33							\$3,544.99
6430	Parking Reserve	2,400.00	\$200	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00							\$1,000.00
6440	Deferred Maintenance Capital Expenditures Reserve	12,000.00	\$1,000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00							\$5,000.00
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	\$3,160.00	\$3,158.33	\$3,158.33							\$15,794.99

\$4,975.01

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

Acct #	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Income/ Exp
6511	Building Repairs & Maintenance	10,000.00	\$833	\$97.89	\$7,411.19	\$1,384.52	\$820.11	\$1,739.67							\$11,453.38
6512	Grounds (Sprinklers & Plants) Exp	4,000.00	\$333	\$222.75	\$393.19	\$0.00	\$84.59	\$1,209.26							\$1,909.79
6513	Pool Service (Blue Robin) & Chemicals	7,500.00	\$625	\$820.00	\$665.00	\$2,270.00	\$720.00	\$895.00							\$5,370.00
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	\$349.44	\$16,249.44	\$1,771.70							\$20,953.10
6516	Maint. Unit Service Exp.					\$585.79		\$400.00							\$985.79
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				\$1,839.48								\$1,839.48
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	\$4,589.75	\$19,713.62	\$6,015.63							\$42,511.54
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
	Contract Services														
6551	Cable TV Expense	63,324.00	\$5,277	\$5,585.35	\$5,540.36	\$5,540.44	\$5,540.44	\$5,605.54							\$27,812.13
6551.1	Cable TY-Unit 112					\$103.93		\$49.99							
6552	Interior Pest Control Expense	3,548.00	\$296	\$281.00	\$281.00	\$0.00	\$381.00								\$943.00
6553	Exterior Pest Control Expense	0.00	\$0												\$0.00
6554	Fire Alarm Expense	1,134.00	\$95			\$999.58	\$547.76								\$1,547.34
6555	Fire Extinguisher Expense	800.00	\$67	\$393.67	\$278.98	\$0.00	\$0.00	\$0.00							\$672.65
6556	Lawn & Tree Care Expense	3,000.00	\$250		\$330.00	\$330.00	\$149.20								\$809.20
6557	Credit Card Fees	0.00	\$0												\$0.00
	Contract Services Sub-total	71,806.00		\$6,260.02	\$6,430.34	\$6,973.95	\$6,618.40	\$5,655.53							\$31,938.24
	Utilities Expenses														
6561	Electrical Pool & Exterior Light Exp	11,000.00	\$917	\$797.33	\$351.40	\$344.73	\$198.86	\$195.09							\$1,887.41

2666

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	Oct	Nov	Dec	Income/ Exp
6562	Electric, Water, & Sewer Expense	23,000.00	\$1,917	\$1,655.58	\$1,750.84	\$1,842.67	\$1,870.99	\$1,797.46								\$8,917.54
6563	Gas (Pool & Dryer) Expense	16,000.00	\$1,333	\$1,440.19	\$1,868.22	\$7,217.84	\$1,100.37	\$565.57								\$12,192.19
6564	Apt #112 Utilities	1,500.00	\$125													\$0.00
	Utilities Expenses Sub-total	51,500.00		\$3,893.10	\$3,970.46	\$9,405.24	\$3,170.22	\$2,558.12								\$22,997.14
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	\$32,870.26	\$43,089.36	\$30,426.70								\$164,897.56
	BALANCE	-22,521.48		\$ 456.00	\$ (2,311.19)	\$ 4,096.76	\$ (12,742.83)	\$ 2,061.70								-\$8,439.56

Budgeted Expense

385,984.00

1

\$163,045

-\$1,853



Manager's Report

June 18, 2022

Office and Operations

The Office is open 7 days a week, from 9 AM to 5 PM. I am on property every evening for emergencies. If I should not be available Theresa's cell number is listed as backup.

We still have a few Owners who are not up to date on their HOA fees. We have been emailing, mailing, and calling, in an effort to bring everyone current. Please mail in your check or drop by the Office.

Pool Area

New umbrellas were purchased and provide a nice, updated look to the pool area. We should receive the small stickers we ordered to place on each table reminding Guests to drop the umbrellas when windy or when they leave the table for the day.

David makes a final check before leaving the property, and if anything is left up, I lower as I leave later in the day.

The Pool Rules signs were updated, and additional signage placed, with updated hours for the pool, "Dawn to Dusk". We have additional signage to place at the sill of the pool that warns about sitting or hanging from the Pool rope.

Z has worked hard on deep cleaning the chairs, and they are much whiter as a result. They look almost new. I have 12 chairs on my list that need re-strapping or replacement.

Repainting the sill on the perimeter of the pool is on the "To Do" List.

Building and Grounds

David has just about completed painting of the curbs, and is starting on the walkways. We'd like to repaint the parking lot numbers and letters, but this may have to wait till Fall since we are already in the midst of the busy summer season.

Bishop Towing has installed additional towing signs. And I've requested "No Beach Access" signs to be ordered and placed at both entrances, in a further attempt to deter transient day parking.

Sod work and landscaping cleanup has been completed...the sprinklers are running twice a day for another week, and mowing has been limited, to be sure the new sod gets a chance to get established.

Replacement of broken pavers is on order and will be completed as soon as those come in. Replacement of broken tiles in the walkways is an ongoing project.

More detail will be discussed in the Building & Grounds report.

Parking Passes and Arm Bands

Many of you have sent in your paperwork or dropped by the Office to obtain your new parking placards and new silicone Owner arm bands. The Owners' Family bands have not arrived as yet.

But I still have a few Owners who have not returned their paperwork, so their parking placards have not been distributed yet.

Please be aware, we are strictly enforcing the new Parking Policy. You must have a parking placard or Parking Pass to park in our parking lot. If you have Guests or Visitors, please make them aware they must go by the Office and register. It takes only a few moments.

We have new temporary day passes for all Visitors. All vehicles in the parking lot are required to have a parking pass issued from the Office. Please pass the word that anyone visiting or staying at the property, they should go to the Office first thing upon arrival, to get their parking pass and wristbands.

Colors for the wristbands change on a weekly basis. If you have someone over the day, we do have daily wristbands. Please note those colors change daily, and the day of the week is printed on them.

Wristbands are required for everyone visiting the property. Please wear them. I am reviewing the pool area, and circulating several times a day, to check for wristbands. If you do not have one on, I will ask you to go retrieve it from your condo.

Additionally, I have made laminated parking passes for contractors, and for housekeeping. Those of you who are not part of the Rental Pool and/or use outside management companies, please have your management company contact me, or have your Guests come to the Office for wristbands and passes. Again, only takes a few moments.

Construction & Remodeling

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.

Plumbing work that requires a water shutdown, must be approved by Building & Grounds. Please note that a 7-day notice is required so that I can alert all Owners. I do also notify all Guests a few days prior to the shutdown, and apologize for any inconvenience.

Security

Guards are arranged for the July 4th weekend. One will be posted at the parking lot entrance, and one at the beach gates. We will have 2 guards for the 4 days, Friday Saturday Sunday and Monday. More about upcoming security measures will be presented in the Building & Grounds Report.

Webpage Update

We are continuing to work on the website with the website designer. The Menus are being simplified. We will be posting all Meeting Agenda's and Approved Minutes (in process). A schedule of upcoming meetings will also be listed.

We'd like this to be a source for your information and review, with steps for remodeling work, procedure to prepare for a hurricane, etc... and also the docs we use for the Rental program, the Rental Agreement, Rules and Regulations, Minimum Rental Inventory for items that need to be in your Rental Pool unit, Owner's Agreement, an Owner's Directory, etc.

Once again, we urge you to consider getting new photos taken for your unit. Many of them are outdated. This is the reference point used by Guests in order to choose their rental unit.

If you have interest in new photos being taken of your unit, please let me know. The Office is keeping a list. We need to coordinate so that a photographer may be able to get several units done per trip to the property.

Jane Herman, Manager

Office email: manager@seacoastcondominium.com

Office Phone: 386-428-9044

Jane's email for after hours: jherman@cfl.rr.com

Jane's cell: 407-314-3573





11:52 PM Tue May 31

New Smyrna Beach
September 2, 2019 3:21 PM

81%

