



Minutes of Meeting of the Board of Directors
July 16, 2022

The meeting was called to order at 10:00am by Mike Bono, President. Five of the seven Board members were present in person. Joe Venezia was present via conference call. Jason Grimmer was absent. A quorum was present.

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

Conrad Necrason motioned we approve the minutes from the June 18, 2022, Board Meeting, as presented. Motion seconded by Trent Hamilton. The motion passed unanimously by all the Board members who were present at the meeting.

Financial Statement for Period Ending June 30, 2022 – Attached:

Dan Coleman presented the financial report. He said it is important to note that the money for those people who pay their dues early is in the operating account.

Dan stated we still need to send out the invoices for the dues monthly as we had in the past.

Dan said there was a problem with water intrusion in Unit 512 and the repairs would be paid from the roof reserves.

Conrad Necrason made a motion we accept the June 30, 2022, Financial Statement. Motion seconded by Trent Hamilton. The motion passed unanimously by all Board members who were present at the meeting.

Budget Tracking Report – Attached:

Dan Coleman provided an update on the budget. He stated that the \$9,758 maintenance fees in the red is now about \$2,500.

The negative \$42K Balance is primarily due to insurance expense. Last year we paid \$60K; we budgeted \$82K; and it's now going to be about \$110K. Dan said although we've had lawsuits in the past that settled, that still goes against our record. We do not anticipate paying anything for the elevator lawsuit, but the claim still goes against our record. An elevator payout would come out of our liability policy; but if it goes to court, they do not think they will have to pay anything.

Because our property value is in excess of \$10M, we couldn't get several carriers to insure us. We're only going to pay 7/12^{ths} of the premium for this year. Next year we will pay for 12 months.

Dan noted \$6,700 of the insurance premium is allocated to rentals. Joe Venezia inquired if the rental corporation should take more of the responsibility for the liability portion (\$30K) of the premium. Dan said that per Doug Wheeler the cost associated with short term rentals is \$54 per unit per year, which is close to \$6,700.

Dan noted that Theresa put all costs associated with parking placards in Office expense. We'll have income that will offset that because we are collecting money for the placards.

We budgeted \$10K for Building expenses. We're at \$13,458. Exterior lights were not up to code. We spent \$7,411 dealing with lighting and electricians.

Conrad Necrason mounted the fire extinguishers and the new trash chute covers. These will not be a continuing expense.

Pool had a \$2,270 expense because the pump went out.

Elevator had a \$16K expense in April due to a valve that was leaking internally.

Under Contract Services, our Cable TV expense for Spectrum went up about \$400/month.

Payroll expense: Dan noted we allocated \$80.5K for the Sea Coast management portion of salary expenditures, but asked how can we get everything done without adding people? We do not have the coverage we need on weekends because the maintenance men do not want to work weekends.

Manager's Report – Attached:

Jane Herman presented the Manager's Report. Please refer to her detailed report attached.

Conrad came over a couple days after Fourth of July to check the roof after the fireworks. There was evidence of fireworks remnants. Fortunately, there did not appear to be any damage.

Building and Grounds Committee:

Conrad said he was on the roof last Tuesday and found 16 A/C condenser units ready to fall off their stands. If it comes off the stand and damages the roof, the owner will be responsible. Conrad took photos and the owners will be notified.

Conrad said we would discuss remaining building and grounds items when we get to the Special Projects and Proposed Funding on the Agenda.

Rental Committee:

Linda Necrason said more burden is being placed on Sea Coast Rentals to pay bills. We have 13 owners who rent on their own and do not pay an RSF. Linda emphasized this needs to be addressed by the Board.

Security Update:

There was no update on the timeline for the 110-space parking lot.

Additional security options are on hold until we can assess the effectiveness of the new beach gates once they're installed.

Special Projects and Proposed Funding:

Conrad presented a comprehensive list of repairs and improvements that he felt needed to be done. A copy of that list is attached.

Dan Coleman motioned to amend the operating budget by no more than \$70,000 for the balance of the year. Motion seconded by Joe Venezia.

Discussion:

Dan said we cannot proceed with a special assessment for projects that we only have an estimated cost and do not have a defined scope of work. He said that a special assessment of more than 5% of the annual budget requires multiple bids pursuant to Florida Statutes 718.0326. He was therefore proposing an increase to the operating budget through the end of the year since we need more funding due to shortfalls in the budget, and we have certain repairs and improvements that are already in progress that need to be paid.

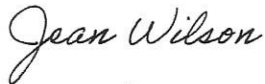
Dan explained that the proposed increase to the maintenance fees would only apply to the remaining months of this year. The maintenance fees for next year will be established when the 2023 Budget is approved.

Mike Bono stated we must provide 14-day notice to the owners of an increase to their maintenance fee.

The motion passed unanimously by all Board members who were present at the meeting.

Trent Hamilton motioned to adjourn the meeting at 1:00pm. Motion seconded by Dan Coleman. The motion passed unanimously by the 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 06/30/22

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance	per Bank Statement	21,992.23
1200 Reserve Balance	per Bank Statement 241262.82 Plus 3,160.00	244,422.82

Reserve Balance in QuickBooks:

6410 Roof Replacement	(1,250.00)	102,642.64
6420 Building Painting	(710.00)	92,004.32
6430 Parking Lot	(200.00)	23,121.52
6440 Deferred Maintenance	(1,000.00)	26,654.34
	14544.15 Insurance Reimbursement for Lightning	
	1.94	
	(No June Transfer was made.	
Total Reserve Balance per QuickBooks:		244,422.82

1100-Income

5001-Seacoast Monthly Maintenance Fee Payments		34,987.11
5002-SeaCoast RSF Payment		-
5003- Unit 112 Income		-
5004- Laundry Income		-
5100 Other Income	0	-
5005- Interest Income		0.22
5007- Parking Pass Income		525.00
Total Income for June 2022		35,512.33

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

Acct #	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	Income/ Exp
Sea Coast Mgmt									
5001	391,302.45	\$32,609	\$27,333.39	\$28,375.18	\$35,947.93	\$29,304.93	\$29,947.78	\$34,987.11	\$185,896.32
5002	24,151.00	\$2,013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00	\$2,015.00
5003	0.00	\$0							\$0.00
5004	2,500.00	\$208		\$472.00	\$1,018.75	\$1,041.25	\$715.25		\$3,247.25
5005	6.00	\$1	\$0.23	\$0.25	\$0.34	\$0.35	\$0.37	\$0.20	\$1.74
5007							\$1,575.00	\$525.00	
5100	2,000.00	\$167		\$475.00	\$0.00	\$0.00	\$250.00		\$725.00
	419,959.45	\$34,998	27,333.62	29,322.43	36,967.02	30,346.53	32,488.40	37,527.31	191,885.31
	0.00					0.00	0.00		\$0.00
	419,959.45	\$34,998	\$27,333.62	\$29,322.43	\$36,967.02	\$30,346.53	\$32,488.40	\$37,527.31	\$191,885.31
Acct #	Expense Category								
6129	Appraisal - Recorded in Professional Services								\$0.00
6130	Insurance Expenses Other								
6131	Flood Insurance	11,800.00						\$12,925.00	\$12,925.00
6132	Property	46,000.00						\$12,681.86	\$12,681.86
6134	Workman's Comp. Insurance	2,930.00					\$15.00		\$15.00
6135	General Liability	20,000.00						\$2,582.44	\$2,582.44
6142	Financial Charges Insurance Premium							\$435.96	\$435.96
6143	Umbrella	1,300.00						\$215.26	\$215.26
	Insurance Expenses Sub-total	82,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$28,840.52	\$28,855.52
6151	Cell Phone Expense	1,800.00	\$300.00	\$150.00	\$150.00	\$150.00	\$370.54	\$269.93	\$1,390.47
6152	Computer/Office Expense	1,500.00	\$80.00	\$178.90	\$150.00	\$351.74	\$3,212.58	\$193.82	\$4,167.04
6153	Office Supplies Expense	2,500.00	\$167.04	\$778.82	\$284.77	\$219.89	\$218.28	\$1,780.32	\$3,449.12
6154	Postage & Delivery Expense	850.00	\$0.00	\$0.00	\$0.00	\$30.00			\$30.00
6155	Telephone	2,900.00	\$219.55	\$219.55	\$219.55	\$60.00		\$219.28	\$937.93
6158	License & Fees Expense	500.00	\$61.25	\$26.25	\$60.00		\$250.00	\$315.00	\$712.50
6160	Bank Service Charges	50.00	\$1.05	\$1.67					\$2.72
6161	Advertising Expense	0.00	\$0		\$60.00			-\$60.00	\$120.00
6162	Wireless Charges	2,000.00	\$164.11	\$164.11	\$164.11	\$164.01	\$163.62	\$163.62	\$983.58

Maint. Fees Due
\$195,654.00
Maint Fee Delta
\$9,757.88

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

Acct #	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	Income/Exp
6162.2				-\$167.04				\$1,000.00	\$832.96
6162.5			\$90.41						\$90.41
6165	300.00	\$25							\$0.00
6167	100.00	\$8				\$10.00			\$10.00
6164	0.00	\$0							\$0.00
	Office Expense Sub-total		\$1,203.41	\$1,352.26	\$1,088.43	\$985.64	\$4,215.02	\$3,881.97	\$12,726.73
6190	1,000.00	\$83							\$0.00
6193	2,000.00	\$167							\$0.00
6196	5,000.00	\$417						\$1,543.19	\$1,543.19
	Professional Services Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,543.19	\$1,543.19
6332	80,530.00	\$6,711	\$6,858.34	\$6,398.34	\$7,068.34	\$7,158.34	\$6,518.34	\$8,198.34	\$42,200.04
6333	5,282.77	\$440	\$425.22	\$430.79	\$438.24	\$477.92	\$438.24	\$542.39	\$2,752.80
6334	1,240.16	\$103	\$99.44	\$100.76	\$102.49	\$111.77	\$102.49	\$126.85	\$643.80
6335	300.00	\$25	\$19.89	\$20.16	\$4.11	\$1.67	\$0.00	\$4.87	\$50.70
6336	492.00	\$41	\$41.15	\$41.69	\$39.71	\$3.45	\$0.00	\$10.08	\$136.08
6337	3,600.00	\$300	\$0.00	\$550.00	\$0.00	\$550.00	\$550.00	\$550.00	\$2,200.00
6337.1	2,400.00	\$200	\$0.00						\$0.00
6338	6,000.00	\$500	\$1,545.00	\$360.00		\$1,140.00	\$1,200.00	\$1,200.00	\$5,445.00
	Employee Expenses Sub-total		\$8,989.04	\$7,901.74	\$7,652.89	\$9,443.15	\$8,809.07	\$10,632.53	\$53,428.42
6410	15,000.00	\$1,250	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$7,500.00
6420	8,520.00	\$710	\$708.33	\$710.00	\$710.00	\$708.33	\$708.33	\$710.00	\$4,254.99
6430	2,400.00	\$200	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,200.00
6440	12,000.00	\$1,000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$6,440.00	\$1,000.00	\$11,440.00
6450	0.00	\$0							\$0.00
	DM Reserve Sub-total		\$3,158.33	\$3,160.00	\$3,160.00	\$3,158.33	\$8,598.33	\$3,160.00	\$24,394.99
6511	10,000.00	\$833	\$97.89	\$7,411.19	\$1,384.52	\$820.11	\$1,739.67	\$2,005.14	\$13,488.52
6512	4,000.00	\$333	\$222.75	\$393.19	\$0.00	\$84.59	\$1,209.26	\$4,427.53	\$6,337.32
6513	7,500.00	\$625	\$820.00	\$665.00	\$2,270.00	\$720.00	\$895.00	\$720.00	\$6,090.00
6513.5	3,000.00	\$250							\$0.00
6514	1,000.00	\$83							\$0.00

\$4,265.01

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

Acct #	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	Income/Exp
6515	7,000.00	\$583	\$2,233.08	\$349.44	\$349.44	\$16,249.44	\$1,771.70	\$349.44	\$21,302.54
6516					\$585.79		\$400.00	\$1,262.99	\$2,248.78
6517	500.00	\$42							\$0.00
6518	200.00	\$17							\$0.00
6519	0.00	\$0				\$1,839.48			\$0.00
6520	3,680.00	\$307							\$1,839.48
6521	1,000.00	\$83							\$0.00
6523	1,000.00	\$83	\$3,373.72	\$8,818.82	\$4,589.75	\$19,713.62	\$6,015.63	\$8,765.10	\$51,276.64
	Maintenance Expenses Sub-total	38,880.00							
6543									\$0.00
6541									\$0.00
	Taxes Subtotal	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Contract Services								
6551	63,324.00	\$5,277	\$5,585.35	\$5,540.36	\$5,540.44	\$5,540.44	\$5,605.54	\$5,597.82	\$33,409.95
6551.1					\$103.93		\$49.99	\$99.98	
6552	3,548.00	\$296	\$281.00	\$281.00	\$0.00	\$381.00		\$543.60	\$1,486.60
6553	0.00	\$0							\$0.00
6554	1,134.00	\$95			\$999.58	\$547.76			\$1,547.34
6555	800.00	\$67	\$393.67	\$278.98	\$0.00	\$0.00	\$0.00		\$672.65
6556	3,000.00	\$250		\$330.00	\$330.00	\$149.20		\$562.00	\$1,371.20
6557	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	\$6,803.40	\$38,741.64
	Utilities Expenses								
6561	11,000.00	\$917	\$797.33	\$351.40	\$344.73	\$198.86	\$195.09	\$221.49	\$2,108.90
6562	23,000.00	\$1,917	\$1,655.58	\$1,750.84	\$1,842.67	\$1,870.99	\$1,797.46	\$1,629.92	\$10,547.46
6563	16,000.00	\$1,333	\$1,440.19	\$1,868.22	\$7,217.84	\$1,100.37	\$565.57	\$527.18	\$12,719.37
6564	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	\$2,378.59	\$25,375.73
7001	0.00		\$0.00						\$0.00
	Uncategorized Repairs-unit repairs	0.00							
	Operating Reserve	0.00							
	Total Expenses	402,480.93	\$26,877.62	\$31,633.62	\$32,870.26	\$43,089.36	\$35,866.70	\$66,005.30	\$236,342.86

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

Acct #	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	Income/ Exp
	17,478.52		\$ 456.00	\$ (2,311.19)	\$ 4,096.76	\$ (12,742.83)	\$ (3,378.30)	\$ (28,477.99)	-\$42,357.55
BALANCE									

385,984.00

Budgeted Expense



Manager's Report

July 16, 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 try to return all calls to the Office quickly, and within the same day.

I try to reply to emails and texts within 15 minutes. Calls to my cellphone also come through as text messages to my phone. I do receive emails to my personal email on my phone as well. Emails to the Office will be answered same day. If after hours, Office emails will be answered the next morning. Contact info is listed at the end of the Report.

July 4th Weekend

For the July 4th Weekend, we had a full house, and parking space was tight. I had contacted Owners the week before to check for any available spaces to use, and those went to Owners who had extra family visiting. Rental Guests received only the parking spot assigned to their Unit. We had sheets to pass out with extra parking available in public lots.

We had extra maintenance personnel helping for the weekend, and 2 security guards in place all four days. I was unable to get additional guards for the evening, but with extra staff staying until 10 PM, we were able to cover. Parking Passes and Wristbands policies were strictly enforced.

Pool Area

New umbrellas are in place, and David placed small signs 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 of the pool area before leaving the property, checking the garbage cans and lowering umbrellas. If any umbrella is left up as I leave the pool area later in the day, I drop the umbrella and tie the strings to secure.

The Pool Rules signs were updated with 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. But this is a continual battle that I monitor closely. Kids love to hang or sit on the rope.

I still have 12 chairs on my "To Do" list that need re-strapping or replacement.

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

Building and Grounds

Sod work and landscaping cleanup has been completed...David is watching the new grass closely and using movable sprinklers to add water when an area looks dry. He has edged and trimmed with the weed whacker to produce manicured beds and walkways. Palm trimming has been completed. Removal of weeds from planter beds is a continual battle.

Since the beach gates are on order, we are trying to merely repair the existing beach gates to keep in place till the new gates arrive.

Shuffleboard equipment has been moved to an outdoor accessible closet on the South side of the Clubhouse.

Parking Passes and Wristbands

Owners should all have Parking Placards to use in their vehicles by now. Reminder that all Owners should be wearing their Owners wristbands while on property.

Additional Owners Wristbands are now available for purchase at \$25 each, for family members. Two-bedroom units can purchase 4 additional wristbands. One-bedroom units can purchase 2 additional wristbands.

All vehicles in the parking lot are required to have a parking pass issued from the Office. Guests are directed to go to the Office to be registered immediately upon arrival at the property, to receive their parking pass and wristbands.

Everyone on property should be wearing a Sea Coast wristband. Colors for the wristbands change on a weekly basis. Visitors for the day receive day pass wristbands printed with the day of the week. Those of you who are not part of the Rental Pool and/or use outside management companies, please have your Guests come to the Office for wristbands and passes.

Why do you have to wear wristbands during your stay?

Yes, wristbands are required and must be worn and visible while on Sea Coast property. We do have a wristband policy here for security purposes. Often people will walk into the Sea Coast property to use the pool, clubhouse, and beach access. When everyone is wearing wristbands it's easy to spot unwanted guests and serves as the visual check for our pool and property monitors.

I circulate through the property several times a day, to check for any problems, and monitor the pool area and parking lot. If you do not have a wristband on, I will ask that you run up and get it and put it on.

If your vehicle or your Guest's vehicle is missing a Parking Pass, please be aware we are strictly enforcing the Parking Pass policy. I place a warning first, then return to check to see if the vehicle has moved. If not, it will be towed at the vehicle owner's expense.

Please come to the Office to pick up Parking Passes and Wristbands. It only takes a few minutes.

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, so please plan ahead. I do also notify all Guests a few days prior to the shutdown and extend our apologies for any inconvenience.

No Pets, No Smoking Rules

Reminder: Only Owners may have pets in their unit. Guests are not permitted to have pets of any size on Sea Coast Condominiums property. If you currently rent your unit on your own or via an outside rental platform, please make sure your policy clearly states that "No Pets Are Allowed".

Smoking is not allowed in any of the units, only outdoors by the pool or on the beach.

Webpage Update

The update of the Website is continuing. 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... 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.

Jane Herman, Manager

Office email: manager@seacoastcondominium.com

Office Phone: [386-428-9044](tel:386-428-9044) Cell: [407-314-3573](tel:407-314-3573)

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

Condo Projects

From: Conrad Necrason (cnecrason@aol.com)

To: seacoastsec@yahoo.com

Date: Sunday, July 17, 2022 at 11:34 AM EDT

Condo Projects

Current major projects / Committed

1. Pavers walkway repair / pool area
Contract signed. Deposit paid \$ 4,400
Balance \$ 4,400 +/-
Extra work ?? \$ 500 +/-

2. Sea. Gates at beach stairs
Contract signed Deposit paid . \$ 4,400
Balance \$ 4,400 +/-
Need Locks. \$. 600. +/-

3 , Sea wall Wash out
Under ground radar report received
Invoice just payed. \$ 1,600
Still need to resolve

Projects that should / need to be done this year :

4 , Sea wall wash out
More investigation needed
* uncover pies / etc.
* mapping of roof drains
* possible drain field / French drain
needed at North wall ?
Do have a bid of \$ 14,000 for drain

5. Sprinkler system
Update entire system .
Do have bid. \$. 5,900
Constant repair issues

6. R.L. James Fall work
Yearly repair work on building
Typical \$ 25,000 +/-
This year / likely less

7. Mapping sewer lines
Overall mapping in conjunction with
Sea wall wash out. Investigation
Install clean outs in south / west parking lot
Cost. ? \$? \$ 10,000

Cost for clean outs ? \$. 12,000 +/-

8 . Elevator interiors rehab
Do have bid . \$. 23,000

9. Elevator. Pump rooms
Need AC to cool pumps / oil
Keep moisture out of electronic's
\$. 12,000 +/- 2 rooms
Projects. For next year

10. NEW STATE LAW FOR STRUCTURAL REPAIR
Register by 2023
Phase 1 inspection by 2022.
App. Cost \$ 7,500 as per Chuck /Dan

11. Mailbox's
All new mailboxes for lobby's
App; \$ 18,000.

12 . Security for Front entrance
All options open to discussion
Do have quote on front /side gates / fence at
lobby doors / side \$ 35,000. +/-

13. Maintenance shed
Shed on North side for mower / etc
\$. 5,000

Sent from my iPad