

SEA COAST CONDOMINIUMS



Board of Director's Meeting
Saturday, April 17, 2021

Joe called the meeting to order at 10:00 AM. All board members were present. Unit 203, Unit 409 and Unit 212 participated via Uber conference.

Proof of Minutes was signed and acknowledged.

Minutes

Sheryl reviewed the minutes from the March meeting. Dan made a motion to accept the minutes as written, Trent seconded and the motion passed.

Treasurer's Report

Operation Account Balance:

1100 Operating cash balance per Bank Statement	\$ 50,022.50
1200 Reserve balance per Bank Statement	341,351.69

Reserve Balance in QuickBooks:

6419 Roof Replacement (1250.00) Jan & Feb	83,892.64
6420 Building Painting (708.33) Jan & Feb	81,481.06
6430 Parking Lot (200.00) Jan & Feb	20,121.52
6440 Deferred Maintenance 0 CE (1000.00) Jan&Feb	125,856.47
NOTE: Insurance Funding 2021	30,000.00
Total Reserve Balance per QuickBooks:	341,351.69

1100 – INCOME:

5001 – Sea Coast Monthly Maintenance Fee Payments	24,846.99	
5002 – RSF Payments	0	See April
5003 – Unit 112 rental income	0	See Feb
5004 – Laundry Income	413.00	
5005 – Interest Income	0	
5100 – Other Income	0	

Due to our bookkeeper Becky resigning at the end of March, our figures were reported as of 3/21/21 but it is now update to date as of this meeting. The April report will reflect corrected figures.

Maintenance fees down due to monies were not all entered into Quick Books until today. We are behind entry for Unit 112's rent.

Sheryl made a motion to accept the Treasurers report, Conrad seconded and the motion passed.

Dan reviewed the Budget tracking report as of 3/21/21 which was not completed by the time of the meeting, but has been updated as of this meeting.

Conrad asked about Line item 6515 Elevator expense looking inconsistent, but Mike thought it might be a typo.

Manager's Report

1. Gate for pool gate will be here hopefully next week and Mike will have Don install it.
2. Heaters to the pool have been turned off.
3. Most winter folks have gone back home except for a few. Most have re-booked and/or they are on the list to be placed.
4. Daisy maids will not handle all the cleanings anymore due to staff issues. They will only handle 3-4 units a day.
5. New sod is looking like it is taking well except for a few spots where irrigation was not working properly.
6. The sinkhole in the north lot by the seawall has come back. Last weekend we had heavy rain and it was washing out the rocks from the inside. Conrad advised that Buildings and Grounds will look into this with a civil engineer.

Wind shields around the pool were removed.

Lastly, Mike sadly mentioned that he is resigning as he has been offered a new position and his last day will be April 30, 2021.

Joe then stated on behalf of the board and the owners that it's been a pleasure for the last 6 years and wished him the best for him and his family.

Old Business

Roof all but done except for the caps for which we are waiting delivery. Owners that have been asked to replace their A/C units on the roof are in the process of doing so.

Taxes due etc. Joe and Dan contacted Becky to see if she could help us out to complete the taxes and paperwork. She has graciously come in after hours and took care of this. Becky will continue to enter in quickbooks etc. until we hire a new bookkeeper.

Joe asked that shower handles and other supplies, chairs, etc. are all in good condition for Memorial Day weekend and summer.

Building and Grounds will look into the drain issue by the clubhouse south side door. Walkway tiles on the southside by Unit 212 will be looked into.

Conrad met with our lawn company to address these issues. They talked about weeds in the beds etc. He advised he could not put it in the time for the amount of money we were paying him. He felt he was underpaid and couldn't give us the time needed for our issues. Conrad asked for him to give us a new quote for issues regarding irrigation, weeds, fertilizing etc.

Sheri stated she would look into pricing for painting the unit doors' white to make everything look uniform. This is being done because of some unit owners, especially in the front do not have storm doors.

Surveillance and Door Locks for front doors. We need to go to ownership as we are doing enhancements or improvements to common elements. Mike B stated if it is over \$8000, we need 2/3 approval from the ownership. Proxy and vote will then be sent out. There are still many opinions and concerns with this issue.

Joe asked Mike B to ask the company he is working with, to help answer questions about deliveries for after hours, including remote access via cellphone.

New Business

Office staff replacements -bookkeeper and office manager. We have listed our two office positions in multiple places in the hopes of hiring a CAM as our Office Manager and an Office Assistant who is familiar with bookkeeping, quickbook knowledge and having social media skills would be a great plus. A part time cleaner/maintenance handyman is being considered.

Committee Report

Linda advised that she will be holding interviews on Thursday with 4 small cleaning companies in the hopes of hiring a replacement for Daisy Maids.

Dan made a motion to adjourn the meeting at 1145 AM.

Next meeting scheduled for Saturday, May 22nd

Respectfully submitted,

Sheryl Kolessar
Board Secretary