

Lantana Oceanfront Condominium Board of Directors Meeting Minutes

October 19, 2022 4:00 PM

Clubhouse

1. Meeting was called to order at 4:00 PM by President Tom Kenney.
2. The following BOD members were present: Tom Kinney, Steve Lindsey, Shirley Huffman, Doug Gibson, and Lee Vernon. A quorum was established, and the meeting was posted properly.
3. President Report: reminder of Budget Committee meeting at 6:00 PM on 10/19/2022.
4. Minutes from the 8/25/2022, 9/22/2022, and 10/4/2022 Board meetings were approved 5-0.
5. Treasurer Report: Shirley Huffman
 - a. Treasurer recommended using Kmetz Elwell Graham & Associates for 2023 financial Audit for \$4,250. Motion was made by Shirley Huffman and seconded by Doug Gibson. Motion passed 5-0.
 - b. The Treasurer presented two proposals for property Appraisal from Worthy & Company and Inspection Firm of Florida. A motion was made by Steve Lindsey to award business to the lowest bidder as of 5 PM 10/21/2022 who can complete the inspection within two weeks, with a NTE price of \$2,000. The motion was seconded by Doug Gibson and passed 5-0.
 - c. The Treasurer suggested expanding our Line of Credit with Valley National Bank from \$250,000. The annual renewal fee is \$150. Lee Vernon suggested expanding our Line of Credit providing there is no increase in the \$150 renewal fee. A motion was made by Shirley Huffman to renew (and potentially expand) the \$250,000 Line of Credit providing there is no increase in the \$150 renewal fee. The motion was seconded by Tom Kinney and passed 5-0.
 - d. The Treasurer presented the following recommendations for our accounts/investments:

Keys Accounts	Approx. balance	Proposed account	Proposed Amount
CIT Operating checking	\$155,826.76	TD Bank noninterest checking	\$155,875.43
Valley National checking	\$48.67	TD Bank noninterest checking	
CIT Catastrophic Loss MMA	\$46,124.85	Valley National MMA	\$46,124.85
CIT Reserve MMA	\$273,249.15	Valley National MMA	\$200,000.00
		Regions CD 1.75%	\$50,000.00
		TD Bank MMA 0.8%	\$23,249.15
CIT Spe Assessment ckg	\$101,330.13	TD Bank MMA	\$101,330.13
	\$571,579.56		

Bank	Account	Signers	Rate	Amount
TD	Checking	Tres, Pres, CMA	0%	\$155,000
TD	MMA	Tres, Pres, CMA	0.8%	\$125,000
TD	CD 9 mo	Tres, Pres, CMA	1.50%	
TD Bank (IHB)	TOTAL			\$275,000
Valley (Vero)	MMA	All BoD	0.75%	\$245,000
Regions (IHB)	CD 9 mo	Tres, Pres,	1.75%	\$50,000

A motion was made by Tom Kinney to accept the Treasurer's recommendations and was seconded by Lee Vernon. The motion passed 5-0.

- e. The Treasurer recommended getting a Valley Bank Corporate VISA account for purchasing miscellaneous items (e.g. GoDaddy subscription) since it does not require a personal signer and Social Security number.
- f. Shirley Huffman suggested securing store accounts at Lowes, Ace Hardware, and Sherwin Williams for maintenance items. Steve Lindsey suggested adding Pinch A Penny to the list. Shirley will investigate and report back to the board. Shirley Huffman presented a motion to accept her suggestion for items e & f, and the motion was seconded by Steve Lindsey. The motion was approved 5-0.
- g. Transition from Keys Property Management to Dependable Property Management
 - i. Keys
 - 1. Completed FS through September
 - 2. Handed off autopay info (utilities, insurance)
 - 3. Closed accounts & sent checks
 - 4. Sent invoices received after 9/30
 - 5. Provided owner account balances
 - ii. Dependable Property Management
 - 1. New Operating account set up to receive owner payments
 - 2. Physical checks being issued
 - 3. Online payments from Operating
 - 4. AppFolio owner accounts active, portal notices sent, 47 active (Monday)
 - 5. Financials set up in AppFolio and QuickBooks
 - 6. Aging – report provided & calls made to owner
- h. Financials
 - i. Operating Status

Based on August Financial reports and invoices that approved for payment in September + utility estimates, contracts & approved proposals. Building 1 Koch contract price is included in Dune/Landscape Improvements.

Expense Areas over budget

AREA	Lines over YTD	Expected over YE	Expected Under YE	(\$over)
Administrative	Legal	Legal, Licenses, Management fees,	Bad Debt?	(\$3,050)
	Office Supplies	Office Supplies		
Insurance	Insurance	Insurance		(\$12,700)
Systems		Elevator?	Fire systems	\$9,000
Building Maintenance	Janitorial, Maintenance Labor, Maint Supplies	Janitorial, Maint Labor, Maint Supplies	Repairs, Roof repairs	(\$7,500)
Ground Maintenance	Dune & Landscape Improvements	Lawn Service	Dune & Landscape Impr, Fertilizer, irrigation, trees/plants	\$6,750
			Pool service	\$1,125
Recreation Facilities			All	\$8,000
Utilities				
TOTAL			TOTAL	\$1,625

Income - \$6,720 unexpected income In February we expected to have a \$12,000 net loss **Resulting in NET INCOME of \$6,030** without the drainage expenses

ii. Reserves

Reserves

September updates	
8/31/22 Balance	\$ 426,908.21
Assessments	\$ 20,224.08
Balconies	\$ 0.14
Pool Gates	\$ (4,713.00)
9/30/22 Catastrophic Loss Balance	\$41,072.46
9/30/22 Balance (plus int)	\$ 401,346.97
Approved/in proress but not paid	
West Garage Structural (gutters)	\$ (1,680.00)
West Garage Structural (concrete)	\$ (4,000.00)
Water, sewer & plumbing	\$ (13,509.00)
Driveway sealing	\$ (8,733.00)
Door Replacement (trash room)	\$ (4,070.84)
EVSE	\$ (6,400)
TOTAL	\$ (38,392.84)
Loaned to Special Assessments	\$ (131,824.36)
Funds Available 10/15/22	\$ 251,353.35

iii. Special Assessment Funds

Special Assessment funds \$576,000

Assessments received through 10/17/22	\$441,165.00
Paid to venders from Spec Assmnt	\$ (309,682.95)
Cash remaining	\$ 131,482.05
Borrowed from Reserves (return in 2022)	\$ (131,824.86)
Actual Value	\$ (342.81)
Expected receipts 10/18-12/31/22	\$57,360.00
Expected balance 1/1/2023	\$57,017.19
Expected balance 1/31/2023	\$ 81,017.19
Expected balance 2/28/2023	\$ 105,497.19
Expected balance 3/31/2023	\$ 128,492.19

All owners current except one. Assumes \$6,000 outstanding.

i. Drainage

Building 1 – Koch \$12,920 - recommend building repairs

Buildings 2,3 & 4 - landscape improvements – cost?

Reserves- Neither of these items was in the plan. The Reserve schedule adopted in December had \$30,000 in Water, sewer & plumbing systems. Spent to date - \$27,018. We have no further funding scheduled there ever.

Operating- \$7,500 approved for Building 1 in July was from Dune Repair & Landscape Improvements, the decrease in the landscape contract and remaining in Trees plants & shrubs (800+1,850+3,700=6,350).

Current projection - \$6,700 remaining in the grounds budget.

6. Building Drainage estimates were \$16,926.93 per quotes from Doug Gibson. Doug Gibson made a motion to approve a NTE budget of \$18,000 to pay for the building 2, 3, and 4 drainage project to be funded from reserves (water, sewer, & plumbing). The motion was passed 4-1 with Shirley Huffman voting Nay.
7. Budget committee update – Budget committee meeting at 6:00 PM immediately following the board meeting. The budget committee expects to have the budget to the board by 11/4/2022 per Shirley Huffman.
8. Landscaping – Steve Lindsey made a motion to have US Lawns fertilize the shrubs, trees, and lawns for the contracted price of \$600 and to apply 55 cubic yards of mulch for the contracted price of \$3,300. The motion was seconded by Tom Kinney and passed 5-0.
9. Steve Lindsey recommended that we need 3-4 pallets of sod and up to three cubic yards of fill/topsoil to finish the irrigation drains East of buildings 2, 3, & 4 and the downspouts erosion areas West of the garages. The estimated cost is \$1,000 if Ezequiel provides the labor. The board chose not to act on the recommendation.
10. Steve Lindsey suggested that we finish the lobby garden project with a NTE budget of \$10,000. The project was tabled until November 2022 due to budget uncertainty.
11. Balcony Repair - Lee Vernon gave a brief update on the upcoming balcony project for buildings 1 & 3. Currently MBV plans to honor their 2022 pricing for 2023. Space Coast Stucco is anticipating raising their rates by 5%.
12. Doug Gibson made a motion for Y&A to patch and repaint the pool deck for a NTE price of \$4,375. The motion was seconded by Tom Kinney and was approved 5-0.
13. Doug Gibson made a motion to adjourn the board meeting at 6:00 PM. The motion was seconded by Lee Vernon and approved 5-0.