

BAY POINTE VILLAS CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Minutes of Regular Board Meeting

The virtual (Zoom) meeting of **Bay Pointe Villas Condominium Association, Inc. Board of Directors** at 5 p.m. September 10, 2021 was recorded.

President Keith Carnes called the meeting to order. A notice of the meeting was posted at the property 48 hours in advance of the meeting.

A quorum was established with the following board members present: Keith Carnes, Margaret Ballou, Kay Lea Scott, Gregg Cuzzucoli, and Larry Fineout. Others present included Jenny Kidd, Ameri-Tech property manager, and unit owners Floyd Jackson and H.P. Scott.

President Carnes notified the board that he has sold his condominium and resigned his seat on the board immediately, leaving the board presidency vacant. He will continue to support the board's efforts and thanked board members for their support during his tenure.

President Carnes nominated Margaret Ballou to fill the vacant president position. The nomination was seconded by Kay Lea Scott. The nomination was unanimously approved.

Keith Carnes nominated Karen Gillum to fill the board member vacancy. He also nominated her to fill the board treasurer vacancy which occurred when President Ballou was approved as president. Larry Fineout seconded the nominations which were unanimously approved.

Keith Carnes spoke with the board concerning two ongoing issues needing clarification before he left.

- (ref. new business agenda item a.) The board approved a World Class bid of \$1,900.00 to repair a leak in the roof of the limited common element garage used by Unit 21. The roof is utilized as Unit 22's patio and accessed through the unit owned sliding glass doors. On commencing the work, World Class submitted a bid for \$6,000.00 explaining the job was larger than they originally thought. At that time, Keith Carnes, Jenny Kidd and George of World Class had a 3 way telephone conversation in which Keith told George he would not be paid because \$6,000 was not the approved bid and the leak was not repaired.

Jenny confirmed that the board, when approving the bid, thought the repair would only require sealing of the tiles. Since the board approved the first bid, a second contracting company informed the Ameri-Tech and the board that the leak originates around the sliding glass doors which must be replaced to stop the leak. The association is not responsible for this leak repair. The damages caused by the leak are an issue to be resolved between the two unit owners involved. Gregg stated as the bid was approved for \$1,900.00 and World Class billed \$6,000.00 after they considered the job done, he would like to know who

authorized the increase. Jenny said she did not and she believes no one authorized an increase in the amount that could be billed. She also stated World Class indicated they had made an error in determining the size of the job.

Keith stated World Class was told the association would not be paying the \$6,000 bill. He said that he had been told by another uninvolved resident that the \$6,000 bill had been paid.

Jenny explained the payment was processed through Ameri-Techs internal accounting systems before she saw it in the system through which she would have approved or denied payment.

President Ballou said Jenny's explanation means that Ameri-Tech has a broken internal system. This payment was a misappropriation of funds by Ameri-Tech. Ameri-Tech will be held accountable to reimburse the association for the unauthorized payment taken from our funds. She asked when we can expect payment. Jenny said she will take the issue to her boss Phil and others in Ameri-Tech management.

Gregg asked Jenny when she knew that this bill had been submitted and paid. (He, as Unit 21 owner, has been dealing with this issue for 14 months.) She replied that she knew of the payment last year when it happened. He then questioned why it had taken the two months since the last board meeting when she had been asked if it had been paid for her to reply.

In response to President Ballou's question if one or two payments had been made, Jenny said she did not know.

- (ref. Old Business item b.) Keith asked Jenny to explain how and why the flood insurance payment of \$14,000.00 was made without board knowledge or approval. The amount needed to cover the increase in premium, well above budgeted funds, was moved from Reserves to Operating to make the payment. A board vote is required to move funds from Reserves to Operating budgets in such cases.

Jenny explained she did not have the time needed between when she saw the bill in Ameri-Tech's internal system to process the payment by its due date. Turnaround in the system is 5 days. The board was notified of the payment amount due 3 days before the due date.

Due to these actions a vote will be required at the annual meeting to formally approve moving the funds from Reserves to Operating.

Margaret questioned why the board was blind-sided about this significant increase in the flood insurance premium. To prepare for next year's budget planning she asked Jenny the name of our insurance agent and who and how do we go about getting quotes from other providers. Jenny explained our agent is an insurance broker who presents the best quote from among companies providing insurance. She stated Bay Pointe Villas has used this broker since before she became our manager. Jenny is satisfied with the broker's quality of service.

Jenny Kidd, property manager, presented the manager's report which was emailed to the board with the previous month's financials the day of the meeting. Several board members had not had an opportunity to review them. Her summary follows:

- A letter of non-compliance was sent to the owners of a unit which has had multiple complaints concerning excessive noise.
- There will be mediation regarding repair to unit 22 owned sliding glass doors that leak into a garage. The damaged garage is an association owned limited common element. The owner has not complied with requests to have the doors replaced. Current county building code requires that better quality doors be installed. An Ameri-Tech attorney and Jenny will represent the association at the mediation. The mediation, requested by the unit owner, is to settle the matter, not for a financial settlement. Two board members, Margaret and Kay Lea, indicated they will be in attendance. Greg commented that the association may have to deal with a mold issue in the future. The leak has now continued for over 14 months.
- Gutter guards for Unit 5 & 6 have been researched. Leaf Guard product will cost \$5 per foot. Larry Fineout volunteered to measure the area in question.
- The manager is aware Bay Pointe residents are not satisfied with the current landscaping service. Securing service for Bay Pointe Villas location is difficult. The company landscaping Catalina Cove may be a possibility but likely more expensive.
- The report requested the board's direction in regard to replacing or repairing the mailboxes as discussed at the July board meeting. Board member Larry Fineout has researched and reported on material cost. Actual cost will include his findings plus labor. The board directed Jenny to move ahead to replace and/or repair the mailboxes.
- An operating budget shortfall of \$6,000 caused by the larger than anticipated increase in flood insurance premium will be addressed by moving funds from Reserves to Operating at the 2021 annual meeting.
- The board's budget workshop has been scheduled for October 14. The annual meeting will be November 30 with the first notice of annual meeting published on September 30 and the second notice with proxy statements out on October 30.
- The manager's report stated that the board's action to set aside funds and focus on roof repair was wise. The wind mitigation effort meets building insurance requirements.
- Manager Jenny Kidd will be in Atlanta September 13 and 14 for training on software, SYNC, used by Ameri-Tech. In the future this system could be accessed by board members to view and approve invoices.
- This concluded the September Manager's Report.

The financial report was not discussed or approved as board members, receiving it only shortly before the meeting, had not had an opportunity to review it.

Old Business

- Two roofs remain to be replaced this calendar year. Albright Roofing, the company that replaced the roofs on Unit 10 and 20 will be asked to submit a fresh proposal as will

other providers. The funds needed are available as planned during the board's 2021 budget deliberations.

- The flood insurance payment was discussed at the beginning of the meeting and during the manager's report.
- A bid for repair and painting of the stairs has not been received from the handyman, Justin, who Jenny contacted to do the work. The board expressed impatience at the delay requesting she follow up. Board members and Jenny agreed replacing the stairs, a more expensive option, will be necessary at a future date. Larry suggested the board consider aluminum stairs. They could be a safer option requiring little or no maintenance. There are aluminum stair companies with different stair styles in a wide price range. Jenny stated stair replacement is expensive and may require a one-time special assessment.
- The large tree root located behind units 5 and 7 causes silt to build up damming the area, flooding the parking space. Action is required to mitigate the situation. Larry Fineout will meet with Jenny when she is on property September 16 to survey the site and discuss solutions. **
- The mailbox repair or replacement business was covered during the manager's report discussion.
- The lawn company provides both landscaping and irrigation services. The landscaping service was not performed per the contracted schedule. President Margaret reminded Jenny we will not pay for service not performed. Jenny explained lawn services are difficult to switch during this busy time of year. She suggested we continue with the current service until 2023. The board has received no response regarding suggested improvements to the irrigation system. With issues in both areas this vendor serves, President Margaret will meet with Jenny when she is scheduled to be on site on Thursday, September 16. **
- The noise issue was covered during the manager's report.

New Business

- The World Class Payment was covered at the beginning of this meeting and the related issues during the manager's report.
- Irrigation issues are found in these minutes in the Old Business section combined with the landscaping discussion.
- There is property damage to a gutter caused when a unit owner hit it with a car. Jenny will have the gutter replaced and bill the cost to the responsible party.
- The gutter work at unit 5 and 6 was discussed during the manager's report. It and work needed at unit 20 as well as the above mentioned damaged gutter will be reviewed by Jenny when she and the individual who will do the work are on site Sept. 16.**
- Jenny will place a form in the pool restrooms for the cleaning service to note the date the service is performed. The pool restrooms are cleaned twice each month for \$50 a

month by a man, Steve, who lives nearby and cleans the restrooms at the Catalina Cove pool.

- Vendor check in for the landscaping service will be handled in person. Jenny will inform the vendor that he must check in with Larry Fineout, Unit 23, whenever he is on site performing services.
- Jenny will have Justin repair the pool bathroom light, pool bathroom door, add a pool equipment holder at the pool area and repair the pool gate end cap.
- Jenny will have the pool service company replace the rescue ring.
- Jenny will have the pool deck pressure washed. She stated the expense should be less than \$200. If it is still bad after pressure washing it may need to be sanded and sealed.
- Larry Fineout reported the concrete walkway from the parking area to the front doors near units 1, 2 and 3 needs replacing. This was tabled to a future meeting.

Director Comments

- Greg reported the attorney requesting the mediation for the unit 22 owners is Kevin Coleman or the Reep Law Firm.
- President Margaret Ballou stated many of the board members are new to board membership. She asked Jenny to set up a training session for board members.

Resident Comments

There were no comments made by the residents in attendance.

President Margaret Ballou thanked those in attendance for their time and efforts.

Larry Fineout made a motion the meeting be adjourned. President Margaret Ballou adjourned the meeting.

** Jenny was not on the property as scheduled. These meetings have not taken place.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Kay Lea Scott, Secretary

September 25, 2021

Date