

**HARBOR OAKS PLACE, INC.**

Board of Directors Meeting

Thursday, November 7, 2024

Location: Social Room, First Floor

**Call to Order:** 6:30

**Confirmation of meeting notification:** Yes - posted Saturday 8/31/24

**Establish a Quorum:** Yes – Dave, Dan, Carey, Gary & Lisa present as well as Tim from Ameritech

**Approval of Prior Meeting Minutes:**

- September 3, 2024 Board meeting minutes: Lisa read the minutes. Minutes not approved – Lisa commented that she sent an email to the board on 9/9/24 with the minutes for the board to review and respond with any suggestions for revisions. NOT ONE board member responded for revisions.
- September 12, 2024 Special Board Meeting minutes: After a discussion regarding the procedure for reviewing minutes, Lisa read the minutes. Gary said the minutes needed minor changes before the minutes would be approved. Again, there was no response from the board on revisions.
- October 23, 2024 Budget workshop minutes: Gary read the minutes. Dave made a motion to approve, Carey 2<sup>nd</sup> and the minutes were approved.

**Financial Report:**

Gary reported that the October financials just came out today. The September financials still do not show the money for Unit 206 in a separate account, but it has been moved by the October financials. Without that there is \$77,000 in the Operating Account in September and \$81,000 in October, an increase of \$4,000. The Reserves show \$294,000, an increase because more went in than went out. The Insurance Reserve needs to be watched, we put \$9,000 a month, to be paid out in December. So, we will have \$106,000 set aside. In October we have \$5,000 receivable, which is unusual. In one case there was a bank issue with a transfer not being made and in one case October was paid but not

September. Gary made a motion to approve both the September & October financials; Dave 2<sup>nd</sup> and it was approved unanimously,

**Agenda Items:**

1. **Dave thanked Steve and Linda Morrison for refrigerator donation to the association and will be used in the social room kitchen.**
2. **Remove and assign board positions:**

Dave made a motion to remove Lisa as Secretary. After Discussion of the inappropriateness, the closeness to the end of the year and the reason for the motion was not of context. This issue was tabled, Lisa remains the Secretary.

**3. Review and approve service contracts:**

Most of these were included in the budget process at the Oct 23<sup>rd</sup> meeting and have been posted in the mailroom for review:

- **Lawn Care** – Ginkgo - Tim has experience with the company. They will provide the same services we have now with Russell. Tim is to give Russell 30 days' notice of termination. The discussion brought up that there is not trial period, the contract is for one year with a 30-day cancellation clause. Gary made a motion to accept the contract, Lisa 2<sup>nd</sup> and the motion carried.
- **Cooling Tower** – We received two quotes for the same work we are currently receiving. Krauss was a little less expensive & provided the same service. Dave motioned we accept their contract, Gary 2<sup>nd</sup> and the motion carried.
- **Property Management** - Ameritech provided us with a 3-year contract, which if accepted would show no increase in fees, there is a clause that any issues would have a 30-day period to cure and no termination clause. Mike Whiteman disagreed, saying we would be locking future boards to the contact. He pointed out that other management firms are competitive in price but offer more services.

- Tim confirmed that he will not be with Ameritech for the full 3-year contract. After a heated discussion, Mike Whiteman suggested that we have a contract with a no reason out clause with a 30 day notice with no litigation. The Board asked Tim to bring this option to Ameritech. We have until December 15<sup>th</sup> and then Ameritech auto-renews for 3 years or until we have a reply from Ameritech on a contract. Dave motioned we accept the contract, Carey 2<sup>nd</sup>, passed unanimously.
- **Booster Pumps and Generator** – The contract is with Coastal for \$1,400 annually, for one year. They have done work for us previously and we liked their work. Dave made a motion to approve Carey 2<sup>nd</sup> and the motion was carried.

#### 4. **Review and approve repair charges from hurricane damage:**

- **Debris Removal** - this could not wait for the meeting to be paid. We paid \$4,000 for the aluminum removal. We paid a handyman \$200 to cut tree with his own chainsaw and removed the debris. According to Gary, there was no purchase of a \$200 a chain saw for the association. Gary moved to approve and Carey 2<sup>nd</sup> passed unanimously.
- **Lightning pole repair** – The back pole on the roof was bent and will cost approximately \$7,000 to replace. We were told it was not under warranty if winds were gusts over 120 mph, but documentation shows the gusts were never greater than 100 mph. This needs to be investigated. Mark Steimer volunteered to do this so no motion was brought.
- **Roof Repair** – There was apparently \$11,000 damage when water got under the roof covering that is not covered under the warranty. Gary motioned approval for the expense & Dave 2<sup>nd</sup> it, motion carried.

**5.**

**Review and approve sound system for meetings:**

This was tabled

**6. Approve proposal for second insurance property appraisal**

We had an appraisal that put the value of the building at \$20 million, up from \$15 million. This will increase our insurance premiums by 30%. We were advised to get a 2<sup>nd</sup> appraisal. The appraisal will cost \$950, and the appraiser will be here Friday or Saturday. Gary motioned approval for the 2<sup>nd</sup> appraisal and Dave 2<sup>nd</sup> Motion carried.

**Old Business:**

- **Update from Pipe Project Task Group**

This was passed on

**New Business:**

**1. Update on Insurance Claim Process:**

A claim has been submitted for the carports. The damage to the roof, damage to the 2<sup>nd</sup> floor balcony unit 208 and the wall damage on the balcony of unit 308 is below the \$750,000 deductible so these will not be submitted to claim.. Gary called the field appraiser – the report shows approximately \$99,000 for the carports. The cameras and carport lighting are not included in the report.

**2. Explanation on Budget meeting and other proxy items to vote on:**

The meeting on Nov 25<sup>th</sup> will include voting on the budget, which shows our HOA fees going up. There are 2 items to be voted on:

- Do we want a \$7,000 audit? We had a CPA review 3 years ago at \$1850.00, but have not had an audit in many years. Dave stated that the Board recommends that we waive the audit.
- We can vote to rollover any excess funds; again, the Board recommends that this be rolled over.

### **3. Discuss procedure for submitting intent to run for 2025 board member seats:**

The Annual Meeting is scheduled for January 16. We need a 60-day notice of the meeting (November 16<sup>th</sup>). The Notice will be mailed to you and will include an application form for being a candidate for the board.

- The intent (board candidate form) needs to be received within 20 days (December 6<sup>th</sup>)
- If an applicant wants to include additional information it must be received by December 11th.
- On December 16<sup>th</sup> the candidate information will be sent out to residents.

### **4. Landscaping, hill, plans for uprooted trees:**

Items discussed:

- We will have the new landscape company clean and trim palm trees. There are 8 palms on the hill.
- The uprooted trees out front, the tree by the exit of the driveway, uprooted tree in front of the library and the 5 hibiscus plants damaged by the hurricanes will be discussed later.
- We have crabgrass overgrowing the hill; the jasmine is still there and doesn't seem to be working, plants may be added and the new landscape company will address it.

### **5. Repairs and Maintenance:**

Lisa mentioned the following that need attention: The dirt and mulch in the alcove under unit 204 is washing away and going down to the pool area, ceilings in the first-floor men's and women's bathroom are peeling and have dark spots on the ceilings; window trim on the big picture windows on the back hallways by exits are bubbling and looks like water coming in from sprinklers.

It was stated that the directory issue should be remedied on Friday. We have bought the equipment from John Mairer and now we will get rid of Frontier and go forward with Cellular.

## **6. Guidelines:**

We have requested that Greenberg review our Guidelines, particularly the no outside pets allowed in the building with exception of children's pets. Tim explained with the Hurricanes, he has not had time to speak with Dan Greenberg about this issue and will pursue it after the new year. Gary suggested it be brought up at the next meeting.

## **Open to residents:**

- A resident asked if we had considered hiring a handyman to deal with things that Linda cannot handle. It was explained that issues are handled as they come in. Jason has been previously used as a handyman.
- Ellie Whiteman brought up that the hall monitor process was not working as expected. Two different sources of apps were mentioned with an approximate cost of \$36. It was pointed out that the problem with our current system is that the monitors are not given the original problem to pass to the residents on their floors. Ellie will investigate these options and report at the next meeting.
- **Social Club Update:**

Linda K... gave an update on the upcoming events:

November 16<sup>th</sup> – Decorations will be brought out and the 1<sup>st</sup> floor will begin to be decorated

November 26<sup>th</sup> - Thankfulness get together – appetizers and bring your own beverages

December 15<sup>th</sup> – Holiday Dinner – Turkey will be provided and suggested to bring a side dish

**Adjournment:** Meeting adjourned at 8:45pm – Carey made the motion to adjourn & Dave

Lisa Conlee, Board Secretary

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Date approved: