

**Minutes of the  
Whitley Bay Annual Members' Meeting  
Wednesday, February 19, 2014**

**Call to Order:** Stan Bowers called the meeting together at 7:00 pm in the Whitley Bay Recreation Room.

**Proof of Notice of Meeting:** Manager Michelle Davis affirmed that the notice of the annual meeting was posted in the elevators and mailed to all owners on February 5, 2014, more than 14 days in advance of the annual meeting.

**Certification of Proxies & Establishment of a Quorum:** Michelle reported that there were 20 owners present by proxy and 22 units present in person for a total of 44 units represented. Since thirty-three units were needed to establish a quorum, the meeting was certified.

**Approval of Minutes from Previous Annual Meeting:** Larry motioned to waive the reading of the minutes and approve the annual minutes from February 27, 2013 as written and posted on the website. Bob seconded the motion, and all were in favor.

**Reports of Officers:**

**President:** Stan Bowers thanked all owners and Board members for a very successful past year. He said we managed to make it through without calamities and there was cooperation in everything. The building is in good shape, based on the walk through recently conducted. Stan said it was a good year, and was all due to cooperation and input from volunteers and residents of Whitley Bay.

**Vice President:** Larry Ramsay quoted the following from an unknown author: "Volunteers are seldom paid; not because they are worthless, but because they are priceless". This quote is very true. Our present Board members are all unpaid volunteers. Stan, Bob and I, have been on the Board for 5 years. Richard and Terry for two years. We are a good team. We all care about the building, the money being spent, and the residents. The condo has the reputation as being an outstanding building; one of the top choices on the Space Coast.

It is not only the Board members, but the many residents who volunteer on the many committees that we have at Whitley Bay. You will be hearing from the chairperson of the committees during this meeting.

It must be remembered that even if you are not on the Board or a member of a committee you must still take pride in Whitley Bay. If you see something that needs to be repaired or cleaned, tell the management company or a Board member. Do not assume that someone else will see it. It is not a hotel but it is our home.

**Treasurer's Report:** Bob Shrader reported that there were over \$300,000 in the reserves and having a \$435K budget, we came in \$300 under budget. The Board has been able to maintain the buildings and the volunteers oversee that the money is spent correctly. Bob also reported on the Brighthouse transition and that they hope as of now all of the issues have been resolved. Personal Brighthouse bills next month should show a credit applied from the changeover this month. All residents now have Brighthouse phone, internet and digital cable.

**Committee Reports:**

**APPRAISAL:** Larry reported that the last one was done April 23, 2012, by Urgent Appraisals and he is working with our new appraiser Bonnie Worthy. Once these numbers come in, he will report the

findings at another meeting. He expects the building values to decrease, which would mean a lower insurance cost. The building replacement cost was at \$20,739,000.00. That does not include the interiors of each unit. Insurance agents state \$38 per square foot is a fair price for replacements of interior finishes of the suites. That does not include granite and upgrades, so all owners are cautioned to speak to their agents about increased prices for replacement in case of damage, \$700 of the cost was paid in 2013 and the \$700 balance will be due when the appraisal is received in 2014.

**BUDGET:** Bob stated that the fees were raised in 2014 to \$611 per month to cover the digital cable, adaptor boxes, phone, and internet.

**CONTRACTS:** No comments made.

**DECORATION:** Diane was unable to attend, but Carol Jensen reported that they put the tree up and took it back down. Stan said the decorations seem to get better every year and seem to be expanding as well. They did purchase LED lights and said that it really lights up well.

**EXERCISE ROOM:** Frank Sullivan stated that during the last 12 months, several updates and improvements have been made to the Whitley Bay Fitness Center. The carpet was replaced in April 2013. The cost was \$2,270. The Center was repainted by our maintenance staff in April 2013. A review of the existing equipment was conducted to see what repairs were needed. Almost every piece had a missing or broken pad or other part which were replaced with original equipment pieces. This reduced the danger of sharp edges and produced a more professional appearance for the center, with a cost of \$90. In December the cables for one of the machines broke and the cost of the replacement cable was \$197. In order to improve the comfort of the users of the center and to reduce overall energy usage. Our maintenance staff added film to the windows to reduce radiated heat into the center. The cost was estimated at \$100. Two ceiling fans were installed by our maintenance staff. These fans were donated. A water fountain with chilled filtered water was added today. Our staff installed the unit with a cost of \$399 plus some fixture costs. It appears all equipment is currently in functioning order. We can expect the need for replacement of the equipment in the coming years as most of the equipment in the center is 10 years old. The Board has planned for this eventuality by establishing reserves. No replacements are planned until there is a need due to failure. Just a quick reminder that our maintenance staff cleans the center each week, but we ask users to clean up after their use to include wiping down the equipment with the provided wipes. If anyone has any recommendations as to improvements the committee could make to improve the functionality, cleanliness, or appearance of the center, please let Frank know. An owner asked if some signs could be purchased to place by the front door reminding residents to turn off the fans and TV when they exit the Center, as many times they have come into the Center to find them running full blast with no one in sight. Frank stated this would be looked into.

**ENGINEERING STUDY:** Tom Jensen reported that this committee is made up himself as Chairman, Dave Perley, Kathy Sillson-Perley, Alex Sinilnikoff, and Don Verner, along with Roy Jones with maintenance. They conducted and completed a pre-survey of the buildings on February 2, 2013. Committee members identified a number of areas that might warrant additional review by TLC Engineering, the professional engineering company that the Board hired to do the inspection. TLC personnel inspected our buildings on March 4, 2013. Their report was issued on April 1<sup>st</sup>. That report identified approximately 64 items that needed some attention. Some examples were: concrete slab cracks in many areas that needed filling and repainting, corrosion on some of the water pipes located in the chase rooms, rusty clamps on some of the pipes in the chase rooms and the need for additional support hangers on the sprinkler pipes in the storage rooms. Nearly all of these items have been resolved except for the painting of about 16 places on the concrete slabs in our walkways, and 10 items

all related to the chase room water pipes which are in a “watch and monitor” mode. The committee is continuing to work with our Board to follow through and see that the remaining items get completed. The Board and management have been supplied with the list as of tonight. Management was asked to contact TLC Engineering to purchase joint width gauges.

**FIRE DRILL:** Tom Jensen reported that the committee consisted of himself, Ann Diaz, Scott Brooks and Mike Ouellette. They conducted a fire drill in cooperation with Cocoa Fire Department on March 28, 2013. A complete review of the drill was published in the association newsletter. A special thank you to Ann and all the floor captains who helped to make the drill a success. Tom asked if the Board members had a key to the alarm room and the 2<sup>nd</sup> floor garages. Several Board members agreed that they had a key and so Tom asked that for the next drill, one of them volunteer to open these areas. Tom then asked the audience who had a fire extinguisher inside their homes. Majority of the room raised their hands. Then Tom asked if they had checked their extinguishers to verify they were in the green and not in the red. Only a few raised their hands. Tom just wanted to remind everyone that it is great to have the extinguisher, but on a yearly basis they all need to be checked and replaced if they are in the red. He asked the Board when they would like to conduct another drill. No answer was immediately given.

**FLOOR CAPTAINS:** Ann Diaz could not attend, so no report was made..

**INSURANCE:** Larry reminded those present that he saved the Association money. American Capital, an A rated company, has been our property insurer for a number of years and will be again, through Bill Freeman at A Professional Insurance of Melbourne. There is a 3% hurricane deductible, which will have to be covered by the owners. The condo’s 3% hurricane deductible means over \$600K loss is the shared responsibility of all, so Larry recommended increasing the standard \$2K loss assessment coverage to \$10K. It is not expensive and since the building deductible comes to approx. \$9,400.00 per suite, this coverage is appropriate. Check with your agent to see the cost for a \$10K loss assessment and the deductible amount.

**LANDSCAPE:** Richard Isom said that the landscape company was changed about 6 months ago, to Cherokee Gardens. Since the change, there has been a lot of improvement. Trees were replaced and we will begin to mulch next month. He asked if anyone had suggestions or concerns, to please let him know.

**MAINTENANCE:** Stan reported that the maintenance staff of Roy and Scott are excellent. They are very proactive. They were able to assist in helping us conserve energy and reduce the gas consumption of the pool by installing timers. They assisted in motion lights, they helped to install new valves to shut off the water in case of emergency. We will be looking at painting the walkways in the near future as we last painted in 2006 and usually every 7-9 years is recommended. This will require cooperation from everyone. There will be prep work and residents cannot leave their homes (or return if out) while the paint dries. He asked that everyone be tolerant of the process. In addition, the upper portion of the building will be painted sometime in 2014 or 2015. However, this painting has to be done by an outside contractor.

**NEWSLETTER:** Loretta Bowers & Lindsay Leinss are thankful for people who take photos and send them in. Their goal is to put out four newsletters per year. They always send out requests for suggestions, and they really hope that everyone reads them. Also, the committee is open to ALL volunteers who are interested! The next newsletter should be out in April.

**PARKING:** Diane Verner was unable to attend. Tom reported that the committee now consists of

Diane Verner, Tom Jensen, Kathy and Dave Perley, Frank Sullivan, Jeff Casterline, Bill Coleman, Mike Ouellette, Michael Broadmeadow and Ed Pont along with a number of alternate volunteers who help in emergencies. This past year, we successfully issued new permanent hang tags to all but one resident. The owner of Suite 901 is still out of town, but will receive their new tag as soon as they return. During this tag exchange, we were also able to verify and update our vehicle information database. New green temporary tags were also purchased and given to each floor captain to be issued to residents who need a temporary parking pass for visitors for one week or less. The old yellow temporary tags are now considered long-term visitor passes for any time frame over one week. These are only to be issued by the Parking Committee Chairman, Diane Verner, or a designated alternate. She wanted to take this time to thank each and every one of the faithful and dedicated volunteers. Not only do they help with keeping us in compliance with the condo rules regarding parking, they are also another set of eyes in making sure all outside doors are shut and locked. Much to our delight, we have had a number of new volunteers added to our ranks in the past few months. We have a full house now. With more full time residents coming in, the parking problems will just get worse, so PLEASE use your garages for at least one vehicle. We only have one open space per unit, and only 2 extra spots. Please clean out garages and do not use them for storage. Mardi Gras in downtown Cocoa Village will occur next Saturday, so Tom asked residents that if they have guests arriving, please move your vehicle to outside parking and place their vehicle in your garage. Parking will be very limited and volunteers are not willing to fight with drunks. Larry Ramsay told Tom that it might be a good idea to have security caps for members of the Parking Committee. A request was asked of the Board to purchase 24 black hats with embroidered "Whitley Bay Security" to help with the parking enforcement. Management will obtain prices soon.

**RESERVES:** Larry stated that the last analysis was completed April 14, 2011. This helps the Board know how much they need to budget for repairs and replacements, even though no longer required by statute. We have ten "capital items". As of 12/31/13, we have \$279,536.00 in the Reserve accounts.

**REVIEW COMMITTEE:** This was started after painting due to all of the extra items residents were trying to keep outside their doors. A new form is needed for approval to place items outside the suites and the elevator landings. Holiday decorations do not need approval, but everything else does.

**SECURITY:** Wayne Sanders reported that there have been uninvited visitors on a recurring basis, lately. We have since secured the outside doors, added cameras and improved cameras. If someone has an incident, he requests that they supply the time, place and date in order to find the video proof. The camera at the front door has been upgraded, and 3 new cameras were added at the front door, east door, and driveway parking areas. Some residents are propping doors open, so he asked that everyone close and secure the doors whenever they see one open.

**SOCIAL:** Carole Jensen stated that the Social committee consists of ten members: Loretta Bowers, Pat Bowlds, Cametta Isom, Sandy Jacobs, Lindsay Leinss, Becky Sanders, Kathy Stillson, Diane Verner, Terry Yates, herself, and one honorary member, Dixie Reese, who refused to quit just because she moved. Last year the social committee hosted the following events: Superbowl Party, Annual meeting Barbecue, St. Patrick's Day Party, Boat ride and museum visit in Winter Park, Kentucky Derby Party, Movie night, A fifties party starring Elvis Presley, and a Christmas Party. We also helped coordinate a four-session water color class taught by Pat Bowlds. On the agenda for this year are the following events: Superbowl party, tonight's dinner, ladies lunch out, Inside Disney Experience, Kentucky Derby Party, Pool and Poker Party, Octoberfest, A musical stroll down memory lane, Christmas Party, and a NEW one we will try this year a New Year's Eve Party. We are looking for new ideas, so please contact management to make sure a date isn't reserved, and then you can coordinate a class that you think people might be interested in coming to. Please join us!

**STORAGE:** Don Verner reported that every suite that has asked has a 4 by 6 area, there are none left. If one is empty, please do not assume it is empty and use it. Some people just haven't started using their spaces yet. Nothing flammable is allowed (paint, etc) and you can stack things only 8 feet high. Several are stacked too high, and the fire inspector is coming soon. If a box is too close to a fire sprinkler, we will get written up. Please check your stacks and lower them if necessary.

**Open Forum:**

Recycling was discussed. There is a sign on each container that tells what can and cannot go in the bins. Garbage and plastic bags cannot go in the recycle bins. Everything else can be mixed together.

Larry also noted that cardboard is not being broken down. This **MUST** be done and the flattened boxes need to be taken out to the west side of the building to the large dumpster that says "cardboard only".

It was noted that the carts for groceries are clearly labeled "Please return to... floor" but are not being properly returned. Roy asked that 4 new carts be purchased. If new carts are purchased, the general opinion was that they should be the same size as our present carts. The wheels were changed but it seems that the wheel markings on the walkways are not from the carts, but rather from resident suitcases rolling along as well as the newspaper guy's cart.

**New Business: Roof:** Larry reported that Cape Coast Industries completed their inspection and walk-thru on the existing foam roof on February 11, 2014. This inspection found: Minor bird pecks were noticed along with several blisters that were not open. Small area over by chiller had water under the foam, there was one very small area where the coating has peeled up. Overall the roof is in excellent shape. Action Taken: Identified the blister to monitor for possible degeneration and sealed in the bird pecks. The water from under the foam was removed and resealed. Cut out a couple of blisters and repaired these areas with a silicone slurry mixture. New warranty inspection will be done in the month of April 2014. Warranty expires in September 2014, however, it is renewable if agreed upon by parties at the same cost as 2013.

Inventory List: At the November meeting, Larry requested that Stan have the maintenance personnel prepare an inventory list of all our maintenance and housekeeping equipment and tools and where they are located. A copy was emailed to all Board members and RDI.

**Presentation of New Board for 2014:**

Stan stated that five members have consented to remain on the board; Stan Bowers, Richard Isom, Larry Ramsay, Robert Shrader, and Terry Yates.

**Adjournment:** There being no more business to discuss, Larry motioned to adjourn at 8:30 pm. Stan seconded, all in favor.

**Minutes of the Organizational Meeting  
held immediately after the Annual Meeting  
on Wednesday February 19, 2014**

The meeting was called to order at 8:31 pm.

Bob motioned to have all directors stay in their same officer positions. Richard seconded this motion, all in favor, therefore Stan Bowers will stay as President, Larry Ramsay will stay as Vice President, Bob Shrader will stay Treasurer, Terry Yates will be secretary and Richard Isom will be Director at Large.

**Adjournment:**

Stan Bowers made a motion to adjourn at 8:34 p.m. Larry Ramsay seconded the motion, all in favor.

Respectfully submitted,

Lynn Hiott, LCAM  
Michelle Davis, CMCA, AMS, CAM  
Community Association Managers  
Reconcilable Differences Team