

**Minutes of the
Whitley Bay Condominium Association, Inc.
Members' Budget Meeting
WEDNESDAY, NOVEMBER 13, 2013**

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

Establish Quorum of Owners: Manager Michelle Davis stated that 25 proxies had been received and 14 units attended in person, for a total of 39 units represented. A quorum of units was established.

Proof of Meeting Notice Mailed and Posted: Michelle stated that the budget and agenda were mailed to all owners on October 24, 2013 and posted in the elevators.

Results of Owner Votes to Partially Fund Reserves: Thirty-eight owners voted to partially fund reserves. One owner voted to fully fund reserves.

Results of Owner Votes for Review instead of Audit of 2013 records: Thirty-four owners voted for a review of 2013 records. Five owners voted for a full Audit of 2013 records.

Results of Owner Votes for Brighthouse Service changes: Twenty-five owners voted to go into a new 5-year contract with Brighthouse Cable to add internet and home phone services to the "bulk cable contract" paid by the association, thus lowering their personal payments for these services. Thirteen owners voted to keep the Brighthouse contract the same-only having the Association pay for basic cable for all units.

Owner Input: A resident asked how any change would take place. Bob said that there would be a process. Bright house will have a contact person to work out the transition. If residents have extra services such as HBO, DVR service, etc., these would continue to be paid by the residents. This change would probably take effect the first of January. Another resident cautioned that these upgraded services would be charged and increased every year, even for empty units and those of snowbirds being on property less than 6 months out of the year.

Adjournment: With no further member business to handle, the meeting adjourned at 7:20 pm.

**Minutes of the
Whitley Bay Condominium Association, Inc.
Board Budget Meeting
WEDNESDAY, NOVEMBER 13, 2013**

Call to Order: Stan Bowers called the meeting to order at 7:22 pm. twelve owners attended.

Establish Quorum of Directors: Board members in attendance: President Stan Bowers, VP Larry Ramsay, Treasurer Bob Shrader, and Director Richard Isom. Secretary Terry Yates was not in attendance. Michelle Davis and Lynn Hiott represented Reconcilable Differences.

Approval of Minutes from August 23, 2013 meeting: Larry commented that there was a correction on page 2, 2nd paragraph under Engineer. It says balconies and should say walkways. Larry motioned to approve these minutes with that change, Richard seconded, all in favor.

Financial Report: Bob stated that as of October 31, we are 1% under budget. Bob explained some ways that have been used to decrease our FPL bills yearly. He stated that Stan and Roy are not heating the spa at night and this has cut the gas bill in half for this month compared to last year. They changed the Rec room from 73 degrees up to 78 degrees unless it is being used, and there are now motion detector lights in the lobby. An owner disagreed with having the motion detector lights on the 2nd floor, stating it is too dark. The Board agreed to look at this again. Bob said that they are using compact florescent bulbs or LED lights in the garages and they have 25 year life spans. They are pulling the T-8 bulbs and replacing them as they go bad, which will make things even brighter. Stan commented that the UV film on the east and south side windows in the exercise room are also helping.

Discussion on Member Vote to Waive Full Funding of Reserves and Final Approval of 2014 Budget:

Larry motioned that with the large majority of owners voting to partially fund, the Board should honor that and partially fund reserves. Bob seconded, all in favor to fund reserves at 50% of need for 2014.

Discussion on Member Vote to Waive Audit and have Review of 2013 records completed by CPA:

Larry motioned that with the majority of owners voting to waive the audit and complete a review of the 2013 records, the Board should honor that. Bob seconded, all in favor.

Discussion on owner votes for Brighthouse Service changes: Larry motioned to accept that the association go into a new 5-year contract with Bright house Cable, adding internet and home phone services to the "bulk cable contract". Bob seconded the motion, giving the following breakdown: Basic cable with over 400 channels: \$38.15, 10 Mg Internet Service Speed: \$21.50, and phone service: \$23.95, for total of \$83.60 per month per suite for 2014. All in favor. Bob will contact Donna, the sales rep, to obtain the final contract and find out when the process will start.

Termite Bond: Larry stated that he and Michelle had spoken to several contractors for termite protection. Larry called the original developer and found that Apex carried the initial termite bond in 2005, but somewhere along the way, this policy was deemed not necessary and so the bond was dropped. Apex is now bidding an initial treatment price of \$1,612, then \$800 per year for the next 4 years, using Termidor. They would dig 9-12 inches around the building to apply the liquid and they include a million dollar damage bond. Massey Services bid \$1800, and \$804 per year for inspections, but they would use Sentricon baiting stations, not a liquid. Larry requested that management send thank you letters to those who took the time to give their bids. Larry motioned to accept the bid from Apex and to begin this treatment immediately. Bob seconded, all in favor.

Final Approval of 2014 Budget/Monthly Fees: Bob motioned to approve the 2014 budget with a review instead of an audit, partially-funded reserves and the full cable, internet and phone contracted through the Association, for a monthly fee of \$611.00. This is a reduction from the mailed draft, due to the final cost of termite treatment. Richard seconded, all in favor.

Management will send notice to all owners. Those on the ACH auto debit will not have to do anything. Those who pay through their own bank's "bill pay" system will have to change the amount, and those who write a check will be made aware of the increased amount.

Bob stated that two chlorinators had to be purchased for the pool, and made a motion to purchase the two chlorinators for a total of \$1,900 from the pool reserves. Larry seconded, all in favor.

Set Annual Meeting Date: Manager requested that the date be set for the Annual Meeting so that the required 60 day notice of meeting can be mailed out. Board agreed on Wednesday, February 26, 2014, the 4th Wednesday of February, as has been used in the past.

Update on Painting of Walkways, Sealing Ramp, etc.: Stan reported that the caulking has been completed and that the painting will occur in the near future.

Update on Plumbing work by Sawyer Plumbing: Sawyer will be back on the property on December 10th to make another repair to the stack in the G1 garage, because it is still weeping. They will also replace the reducer on the 13th floor. This work should not take long, so the water should not be off for very long.

Set Next Meeting Date: Board agreed that there will be no December meeting since we traditionally have it on the 4th Wednesday of the month and that falls on Christmas. Larry motioned not to hold a December meeting. The next meeting will be held on the 4th Wednesday, January 22, 2014 at 7 pm in the rec room.

New Business: Since this will be the last meeting before Christmas, Larry motioned that annual gifts be given as have been done in the past: \$500 to management company, to be shared equally by all employees, \$400 to Roy, \$300 to Scott, and \$200 each to the Cocoa Fire and Police Departments. Bob seconded, all in favor. Bob will hand write these checks.

Larry noted that per the new 2014 health care laws, the Association will not be responsible for the cost of health care for the two employees. By law, they were given a form to sign, stating that they are aware of this, and that it will be up to them to secure their own insurance. These signed forms are located in their employee files.

Larry reported that Roy said that four new shopping carts are needed. Research will be done. Larry would like an inventory of all tools, maintenance and housekeeping equipment and where all are located in writing, with the main copy kept in the office, and copies to all Board members. He requested Stan to have Roy and Scott complete the list. He asked about the property assessment sheets. The Perley's noted that they are keeping these up to date

Adjournment: There being no further business, the meeting adjourned at 8:00 pm.

Respectfully submitted,

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