**ROYAL MANSION CONDOMINIUM ASSOCIATION**
**BOARD OF DIRECTORS MEETING MINUTES**
**February 18, 2023 AT 10AM In the Clubhouse and Via Zoom**

**Call to Order – 10:00 am by Jeff Denton**

**Proof of Notice and Quorum**

Ms. Rumely advised the meeting notice was emailed to all owners and posted in the Community. A quorum was established with the presence of William Behrle, Jeff Denton, John Oliver, and Shawn Parker. Dennis Pryzgoda was absent and not excused.

**Approval of Minutes**

A motion to approve the minutes of the January 2023 board meeting as presented was made (Oliver/Behrle) and carried unanimously.

**Review of Financials**

Mr. Oliver advised that he had reviewed the financial condition of the association and updated the members on the account and loan balances. He advised that the monthly financials and the accounts receivable are in good shape.

**Manager Report**

Ms. Rumely summarized her report and responded to questions from the Board. She provided a quote from Miller Asphalt for repairs to the twenty-one broken and cracked curb stops for $5,400. Many are a liability to the guests traversing the parking spaces and she recommended repairs as soon as possible. A motion to approve this quote for $5400 was made (Oliver/Behrle) and carried unanimously. She also reported that there are no more spare marine grade locks for the beach access gates, pool gates or the laundry facility and requested approval to purchase two more for spares. Mr. Denton advised that these can be purchased on Amazon for $375 and suggested the maintenance tech can order these for spares. Ms. Rumely also mentioned the pedestrian gate is still not lockable. The Board advised that East Coast Fence should be contacted for lock solutions. In discussion of the ceiling damages in 1109, the Board advised that the owners of 1209 should be responsible for these repairs unless it is proven to be the Association's responsibility. Ms. Rumely will provide the owner of 1109 with some quotes for leak detection which will be reimbursable if the water source is shown to be the association's responsibility.

**Old Business**

**Gate Update –** the Board is reviewing a quote for additional surveillance cameras for the gate from RV Communications, which was just received. The vendor is proposing approximately $5,000 for a salt water resistant night vision camera for the inbound gate and a server upgrade to support 16 ports with remote access for the board members. Discussion ensued on how to get the pole installed for the additional lighting that is needed and Ms. Jackson will pursue this matter with RV Communications.

**Spectrum –** Ms. Rumely, Ms. Jackson and Mr. Denton met with Scott Favor the assigned account executive for Royal Mansion to learn more about the enterprise setup for the community's internet and cable services. Mr. Favor is looking into an alternate type of service although the community contract

doesn't expire until 2025. In the meantime, Ms. Rumely needs to know of all units with cable issues so she can schedule a repair date.

**Hallway Paint –** owners should be aware that this work is going to be scheduled for May sometime. Mr. Denton is trying to get a firm date from the vendor so owners can block off rentals while the hallways are not accessible.

**Pool/Spa Repairs –** the spa repairs made by Red Rhino to the skimmer are complete. The recirculation pump and chemical feeders are still problematic and causing the chemicals to be out of balance. A timer is also still needed, and an electrician is needed for the timer and the interlock. Mr. Behrle is still working on increasing the pressure from the jets, but this is a work in progress. He advised the pool heater is working as programmed.

**Parking Passes –** the Board agreed that only the unit number is needed on the parking passes.

**Patio Crack Repairs –** the Board asked Ms. Rumely to see if there is any discount available for adding the approved patio repairs to the curb stop repairs.

**Palm Tree Pruning –** discussion ensued on the recommendation from US Lawns to remove some of the tallest palms which cannot be reached using the bucket truck any longer. The Board consensus is to only prune at this time and delay the removals until next year.

**Penthouse Dryer Vents –** discussion ensued on what is known about the original installation of dryer vents for penthouse units. This is the only type of unit where venting for washers/dryers was planned. Ms. Rumely was asked to share the contact info for Nate's Dryer Vent Cleaning on the web portal. The Board agreed it will be important to get an inventory of washers/dryers from penthouse unit owners.

**Landscape Rock –** Mr. Denton advised that the US Lawns quote to put medium sized rock down to replace mulch will cost approximately $19,000.

**Paint Bubble Maintenance –** Mr. Behrle confirmed that the maintenance tech will be repairing any paint bubble he can reach as they appear. Mr. Denton advised that Tech Systems will address any paint bubble not reachable when they are on site for the hallway paint project.

**Special Assessment Planning –** the Board advised they are still finalizing the amount by getting quotes from vendors for the projects to be included.

**Vendor Selection – Milestone Inspection –** The Board reviewed the two vendor proposals for performance of the milestone inspection. A motion to accept the proposal from Recon Response was made (Denton/Parker) and carried unanimously. This expense will be paid from the Reserves.

**On Site Mailboxes –** Mr. Parker reported that a draft demand letter to the Post Mistress has been drafted for Mr. Denton to sign and relay by email. The Board is expecting her response to be negative and that it will be necessary to approach the Postal Operations Manager for the region for a more definitive answer. He extended his thanks to Ms. McDonald for her research into this matter.

**New Business**

**Clubhouse Use Policy –** The Board members all agreed that unit owners should have access to the clubhouse on a reservation basis . At this time reservation requests can be submitted to the Association

Manager and she will arrange for the maintenance tech to provide a key and post use inspection. At some point a coded access lock could be installed to replace the key access.

**Gate Opening for Sale Events –** The Board discussed options for providing access to enable potential buyers to access the community. Options include providing a special code to the Realtor who must provide manpower to open the gate for potential buyers. This code would be deactivated after the Open House event or retained for the duration of the time the unit is for sale. The Realtor would be responsible to contacting the association in advance of the planned open house events.

**Open Forum**

Ms. Benden asked that more umbrellas be purchased for around the pool and the Board advised that the maintenance tech can purchase these for the pool. Ms. Mack offered to make a laminated reminder card to put on the tables reminding users to close the umbrellas when they leave the area.

Ms. Rumely reminded the members that the Annual Meeting will be Saturday April 8th and an email reminder will be sent out.

**Next Meeting – April 8th at 10am in the Clubhouse – no meeting in March**

**Adjournment –** a motion to adjourn at 11:25am was made (Denton/Behrle) and carried unanimously.

**Minutes Taken By:** Carol Rumely, LCAM, Community Association Manager

APPROVED