ROYAL MANSION CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
November 18, 2023 Via Zoom and in the Clubhouse

Call to Order

The Board Meeting was called to order at 10:00 am by President Jeff Denton.

Proof of Notice and Quorum

Ms. Rumely advised the meeting agenda was mailed to all owners at least 14 days in advance and emailed to all owners at least 48 hrs. in advance. A quorum of the Board was established with the presence of Kevin DeMayo, Shawn Parker (on Zoom), RJ Sicre and Jeff Denton.

Minutes

A motion to approve the minutes of the October board meeting as presented was made (Sicre/Parker) and carried unanimously.

Financials

Mr. Denton summarized the financial condition of the community and advised the expenses are at budget. He indicated that he is expecting a Reserve Schedule from HMI with contributions to individual reserves broken out and suggested a meeting with the HMI Accountant is needed.

Manager Report

Ms. Rumely summarized her report and responded to questions from the Board. The new maintenance tech will start on November 21st and will meet with Mr. DeMayo and Ms. Rumely for his orientation.

OLD BUSINESS

Gate Surveillance Cameras/Lighting

The open issues to completion of this project include getting the City to approve placement of a pole in the easement and contacting a vendor other than RV Communications for additional quotes. The Board expects that two cameras and lighting will be needed.

Turtle Lights

The Board is considering uplighting from the bottom of the stairs to adequately light up the stairs. The ceiling hallway lights can be seen from the beach so these must be "turtle compliant" The Board also discussed advising unit owners of ocean front units to install "black out" curtains as well. Mr. DeMayo and Mr. Sicre will work with Bill Behrle to program the hallway lights to be a consistent color, either red or orange.

Maintenance Personnel

The Board announced that Jack Gunn will be starting on November 21st in a full-time position working Monday thru Friday the majority of the time.

APPROVED

Adoption of the 2024 Budget

A motion to adopt a budget of $897,088.50 with an additional $450,000 (for insurance), totaling $1,347,088.50 was made (Sicre/DeMayo) and carried unanimously. A special assessment will also be done in 2024 when the new insurance premium is known.

Milestone Inspection

Ms. Rumely reported that the inspection report will be delivered on 11/28 and upon acceptance by the Board, the full report will be posted on the web portal. An inspection summary will be mailed to every owner as required by statute.

Spa Heater

Mr. Denton will send out an update when the heater is installed and functional.

Landscape Rock

Mr. Denton advised this project is deferred as it will require more resources than volunteer efforts. He and Ms. DeMayo met with Rockledge Gardens for a landscape consultation who advised on the proper landscape materials for this environment. Funds were designated in the Special Assessment for this project and remain available. Specific plans are needed for installation of sod and plants. It makes sense to relocate some plant materials and put down more sod to reduce the size of some of the plant beds. It also makes sense to us US Lawns for the sod installation and Mr. Behrle to make irrigation adjustments. Mr. Denton suggested that Phase I cover the clubhouse, pool, and fountain areas. Phase II could address Building 1000 with Phase III focused on Buildings 2000-3000 in the swale area.

Building 2000/Hallway Ceiling Repair

This repair is complete and the Board plans to keep Derman Construction for other jobs beyond the skill set of the maintenance tech.

SIRS/Reserve Study Quotes

Ms. Rumely advised she is awaiting delivery of the Milestone Inspection Report to contact vendors for the SIRS/RS quotes.

Space Coast Condo Association Membership

Ms. Rumely advised she submitted the application and payment. Mr. DeMayo will follow up on this application.

Plan for Penthouse Balcony Inspections

Ms. Rumely suggested developing an inspection checklist that can be sent to penthouse owners in advance of scheduled quarterly inspections. Then the maintenance tech and she will perform the inspection and provide owners with the resulting report.

Mailboxes for Royal Mansion

APPROVED

Mr. Parker and Ms. MacDonald advised that the new Postmistress is working on allowing mail deliver to the community. The condo would have to purchase the kiosks, the cost of which could exceed $10,000. Ms. Rumely will check with the attorney on the need for a membership vote on a material alteration.

NEW BUSINESS

Spa Acid Wash Quote

A motion to approve the quote of $1500 from Space Coast Pools to acid wash the interior of the spa was made (Sicre/DeMayo) and carried unanimously. Mr. Denton advised this should be a Reserve expense.

Patio Gate Maintenance

Ms. Rumely provided some language from the Declaration regarding responsibility for repair and maintenance of the gate to the patios. Discussion ensued on this information with the Board consensus being that the owner is responsible. There is one damage report from the owner of 3101 and a request for a replacement for a missing gate at 3104. A motion to confirm the Board consensus that patio gate maintenance is the owner's responsibility was made (Parker/Sicre) and carried unanimously. Ms. Rumely was asked to advise the owner of 3101 that they can make the gate repairs.

Water Intrusion Report

Mr. Denton reported that he and others met with representatives of RL James and Keystone Engineering regarding the water intrusion in several units in Building 3000 and 2000 on Friday November 17th. Due to the recent rains, it was not feasible to do the water testing that had been planned. The team did do some moisture testing and was able to confirm that there is evidence of water intrusion. Once the team summarizes and reviews their findings, they will provide a plan for some destructive testing on the exterior of the condominium buildings. Mr. Denton advised that none of the repairs will be under any warranty from work previously done by these two vendors.

Next Meeting – December 16th at 10am in the Clubhouse

Adjournment – a motion to adjourn at 11:30am was made (Sicre/DeMayo) and carried unanimously.

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

APPROVED