

Spyglass Point Condominium Association of Pensacola, Inc.  
Board Meeting Minutes

Date: April 21, 2022

Place:  
Tryon Library  
1200 Langley Avenue  
Pensacola, FL 32504

1. Call meeting to order and establish quorum & Introduce Etheridge Property Management
  - 5 of 8 board members present: Patty Martinez, President; Daniel Dorman, Vice President; Jason Robbins, Treasurer; Barry Boyd, Natalia Chapman
  - Absent: Clif Kirk, Secretary, Taylor Loftin, John Amentler
2. Review of minutes from Board Meeting 2/17/2022 & 3/17/2022
  - Jason Robbins motioned to accept the meeting minutes from February and March Board meeting minutes without edits, seconded by Barry Boyd; passed unanimously.
    - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

3. Financial review ending 2/28/2022 & 3/31/2022

Financials for January and February were not available during last meeting. Financials are now up to date through March; Etheridge Property Management confirmed.

Financial review encompassed updates on engineers costs (\$10,500 – or 50% of \$22,000 budgeted amount deposited); completed tree trimming (\$32,550; + \$150 over budget for removal of dead tree not in estimate totaling \$32,650); pool furniture & plant pots (\$3,617.27 of \$6,000 budgeted); pool repairs (50% - or \$19,500 of \$40,000 budgeted amount deposited); pool landscaping completed within budget (\$13,972); corner lights on buildings completed (\$3,800 of \$4,000 budgeted, \$200 under budget); PVC drain pipes completed (\$900 budgeted); Reserve survey (\$2,900 – or 50% of \$5,800 budgeted amount deposited)

- Jason Robbins motioned to approve the financials as reviewed from January and February, seconded by Daniel Dorman; passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

4. Old Business

a. Update status on repairs to common elements:

1) Landscaping - inside/outside of pool area to include lighting  
-addressed during financial review.

2) Pool renovation/repairs to pool and deck; anticipated grand opening,  
-Barry Boyd received update from pool company, tiling will finish Monday, plastering will be done/completed on Tuesday, deck cleaning/sealing will then be completed (all weather dependent); may begin filling the pool the weekend of May 1, 2022.  
-Aquatic Edge will be out to ensure proper chemical levels of the water.

Patty Martinez discussed Grand Opening of the pool, celebrating with the community to come together and enjoy the renovated pool. Date has yet to be set; would like the event to be later in the evening with food, water, and will have a give-away of beach towels (1 per unit) for first 24 individuals that attend; drawing for two fern plants for owners.

Daniel Dorman emphasized that the HOA's funds were not spent for the towels and plants, donations made by members of the board.

3) Cut down trees, trim trees, removal of dead limbs, and canopy trees on entire property  
Patty Martinez stated that unless there are extenuating circumstances, tree trimming should be complete and would not need to be done again in next 4 to 5 years. Board and community members commented on the great job Sterling Co. did on the tree trimming.

4) Repair and seal coating street and paint lines, letter & number to curbs  
Patty Martinez mentioned that Brianne (Etheridge Property Management) sent out an email notifying owners about work sometime in May.

**There will be designated work areas, cars will need to be removed by 9:00am CST.  
A towing company will be on standby to tow cars away at owners' expense.**

This information will be added in subsequent emails. Owners will need to convey the information with their renters.

Bryon Wilson will be completing the painting of the lines and numbers for \$3,840; another bid was \$4,037. Motion and vote were not made as this was previously voted and approved by the Board.

5) Reserve CDs and establish checking account at The First Bank  
Two CD's at The First Bank of \$35,259.16 and \$43,039.48; may have earned little interest, figures may not be exact as statements were unavailable.

Patty Martinez proposed the Board cash the CD's out and establish a checking account so that the Board may utilize the funds as the board sees fit. Barry Boyd confirmed that the Board is still applying required funds to the reserve; confirmed.

- Daniel Dorman motioned to cash out the CD's at the First Bank and establish a checking account, seconded by Barry Boyd; passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

b. Status on line of credit  
Tabled

Ad-Hoc update on Status of the Reserve Study: Association Reserves Co. was out on April 1, 2022 and completed the reserve study, Board is waiting for the final report and debriefing – should come mid to late May.

c. Status on Structural Engineer with Joe DeRuil Assoc.,  
Scheduled on Monday, April 25, 2022 -Brianne put out an email to the owners for the units affected. Brian Wilson will complete the intervals and UT techs will be out to complete testing of metal posts. GeoTech will be out first week in May, exact date to be determined. Results and report will take some

time before being provided to the Board.

d. Status on financial audit/review

Kevin Etheridge provided update: Realty Masters is working to provide CPA information. CPA want to set a date at the end of May for an on-site visit.

e. Status on M & H Insurance Claim Status/Repairs – Hurricane Sally

Working with M&H on a daily/weekly basis for the last three weeks. Patty Martinez has tracked and provided updates to M&H on a regular basis, progress is being made. Still some issues with the Second Supplementary Claim has not been filed, M&H is working with the adjustor on the windows, siding, sliding glass doors, insulation. Testing and fixing gutters for leaks, sealing, and leaf guards which were installed incorrectly, roof vents. 6 roofs have been inspected by the City of Pensacola, 10 have yet to be inspected, M&H permits expired so city would not come out and inspect. M&H applied for new permits and are currently scheduling remaining inspections with the city. Patty Martinez requested the results of the 6 inspections for buildings O, K, J, L, E, P; all of the inspections passed without issue.

f. Status on establishing new members to all bank accounts and CDs/signatures

Completed. Etheridge has been added to operating account.

g. Status on Fines Committee and amendments

In communication with the Attorney, still working on it.

h. Next Report on Food Truck event

Daniel Dorman provided an update on events; tried to get 3D Eats and Tea out in March, gave them some time to provide documentation which was not provided, followed up and provided some, two days prior to the event. Not enough time to invite our neighbors in Sugartree and Windchase to bolster turnout and make the events worthwhile for the food trucks. Suggested a new date, did not respond. Who Cuts the Cheese has been contacted, response pending and will follow up on Monday.

Will again follow up with Lonestar, were pleased with initial turnout. Will talk with Mike about what other food trucks we can have come out. Mike suggested we have a food truck and a desert truck come out at the same time. Apologized for the cancelation of the March food truck, but liability was a concern for all parties involved without proper documentation.

Jason Robbins asked Kevin Etheridge about contacting Windchase and Scenic Trace about inviting them. Patty had contacted Windchase and Sugartree asking if there was an interest in the collaboration. Kevin would reach out. Only restriction would be that they would have to walk as parking is limited at Spyglass.

i. FPL trimmed tree limbs off of power lines

Patty Martinez mentioned the completion of FPL trimming trees off of power lines. Visibility has improved safety. FPL attempted to place us on the backburner, Board thanked Patty for being assertive in getting FPL to come out and addressing the tree issue.

Ad-Hoc Pest Control Update: Second notice coming up in May, email for Management company has been provided to Florida Pest Control to ensure no lapse in inspection/coverage.

5. SERVPRO – Emergency Ready Profile for storm/hurricane mitigation and permanent repairs

Patty Martinez dialed in Joe Lovell and put him on speaker phone. Spyglass was looking for oversight over the process, ensuring control and communication with the company which SERVPRO provides well along with enhanced technology solutions. Daniel Dorman asked Joe about mitigation options, not so much remediation. Joe discussed SERVPRO's Emergency Ready Profile (ERP) process – which is a

walkthrough with Spyglass to assess needs. Partnership with SERVPRO is a free service, gentlemen's agreement, in turn hoping we would choose to use SERVPRO's services.

- Jason Robbins motioned to move forward with SERVPRO as Spyglass service provider; Daniel Dorman seconded; passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

6. Status report from Management Company on review open reports on maintenance issues  
Tabled; nothing to provide at this time.

7. Architecture Committee  
Tabled; nothing to provide at this time.

8. Working Groups Reports  
1) Budget; 2) Building Maintenance/roads/re-Stripping parking lot/road; 3) Landscaping; 4) Pool; 5) Insurance; 6) Update covenants; 7) Community Events  
Working group reports tabled.

9. New Business

a. Vote on new board member to fill vacancy

Reviewed the resume of Ms. Angela Henrichs of I6 as an applicant/replacement Board member following resignation of Brian Cox.

- Daniel Dorman motioned to accept Angela Henrichs to the board following resignation of Brian Cox, seconded by Barry Boyd; passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

Ad-Hoc update on Clif Kirk as Secretary: Clif wishes to remain on the board but is stepping down as Secretary. Daniel Dorman volunteered to take up additional duties as Secretary of the Board.

- Jason Robbins motioned to allow Daniel Dorman, Vice President of the Board, to take up the duties of Secretary of the Board, Barry Boyd seconded; passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

b. Insurance wind mitigation/Renewal Insurance deductible

Insurance is due May 24, 2022 – obtained quotes on discount for insurance if Spyglass obtains new wind mitigation – Insurance Co. was indeterminate on whether or not Spyglass would get a discount, answer was “already have one, so maybe.” Discussed with Kevin Ethridge; should start getting quotes as little as 14 days out from the renewal date, happy to jump in and assist.

Kevin volunteered additional companies (BlueTeam and NCRI) that Ethridge has worked with to great success, makes things a lot easier and used them on a number of projects; could work in concert with SERVPRO following any major storms/hurricanes to restore Spyglass. Would not have to sign over an Assignment of Benefits, however agreement could provide priority following a storm; which would be good as much as SERVPRO will be able to do for Spyglass, they could not guarantee priority as they have other contracts, such as with DOD. Kevin and Patty to meet, Patty to reach out to the companies; put on May agenda.

c. Repair of easement to the drainage pond

Concrete is significantly deteriorated, safety issue and needs repair. Part of issue are tree roots compromising the integrity of the concrete. Three quotes obtained: \$5,200 from Bryon Wilson (which includes efforts at root mitigation with copper piping), \$7,500; and \$5,985.40 from East Bay.

- Daniel Dorman motioned to go with Bryon Wilson for \$5,200 to be pulled from the Contingency Reserves, seconded by Jason Robbins, passed unanimously.
  - 5 Yes Votes: Patty Martinez, Daniel Dorman, Jason Robbins, Barry Boyd, Natalia Chapman

Jason Robbin asked Kevin Etheridge about turning retention pond care over to the City of Pensacola, Kevin to reach out to find out more information.

d. Repair drainage problem from the pool roof to add a gutter

Water is draining by the pool shed, degrading the sidewalk and creating safety issue. Roof needs gutter to direct the water to the drainage pond. Board had previously authorized and budgeted for new gutter on pool house, \$1,500 was budged for. Quote obtained from Bryon Wilson for \$1,520.26.

- As board had previously approved budged expenses for pool house gutter, Patty Martinez approved overage of \$20.26 for total expenditure of \$1,520.26.

Ad-Hoc update on pressure washing at Spyglass. Board previously approved pressure washing expenses budgeted up to \$10,000. Three quotes obtained:

Rileys Housewashing: \$9,760.00 inclusive of all buildings, breezeways, concrete walkways, walls, sidewalks, steps, curbs, pool house; will not include limited common elements of patios and decks as owners are responsible. Second, Bryon Wilson: quoted at \$32,000; third company quoted at \$7,275 and only included partial building washing.

- As board had previously approved budgeted expenses for pressure washing up to \$10,000, Patty Martinez selected Riley's Housewashing service for being under budget and most value for money spent.

e. Adjust Board meeting schedule- see proposal of new dates

Management Company conflict with Third Thursdays of the month. Proposed second Tues or Thursday of the month. Board agreed to stick with Thursday.

New board meeting dates as agreed for second Thursday's of the month:

May 12, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

October 13, 2022

November 8, 2022 (Board Meeting)

November 10, 2022 (Annual Meeting)

December 15, 2022

e. Vending machine in the pool

Daniel Dorman inquired with Buffalo Rock for placement of vending machine at the Pool. Buffalo Rock came out to look, would need to install a 110V outlet for the unit. PDF sent over for vending machine options. HOA would have to pay for the beverages in the unit, and could set higher prices to have a slight return.

Pool Rules sign says "No Food" – may need to change. Will obtain more info and bring to next board meeting.

f. Spyglass Renewal of insurance  
Discussed previously.

g. Sunbiz.net – renewal with current board members and Management Company  
Will be redone.

h. Collecting quote for Power washing, of bldgs., sidewalk, step and curbs.  
Discussed previously.

i. Zoom annual membership  
Etheridge will provide/coordinate Zoom account and information. Wanted to confirm availability of transcripts using Zoom service. Cost was about \$200 per year for membership.

j. Repair six balcony upper beams-need more quotes  
Patty is still obtaining quotes.

k. Member Comments/Concerns  
Owner sent construction company contact info to Patty Martinez for quote on roofs.

Concerns from owners on potential for increased activity around the newly renovated pool. Wanted to know if the Board had a plan to address the issue of cleanliness and trash. Board was of the opinion that this is our home and owners will need to clean up after themselves – will put communication out to the community to remind them to be responsible and clean up after themselves; board does not have staff to provide services.

People coming to the pool who are former tenants that still have keys/access to the pool. Two individuals in question using; opinion of the board is that these individuals are trespassing and must be handled without need to change the lock.

Water meter box by I building discussed, suggestion to use bricks; concrete will be utilized as its maintenance is lower. Wood there is currently rotted and needs replaced with something more durable.

Did former management company provide pool keys to new management company; yes. Also discussed delinquent dues, few people are over 90 days. Board authorized Ethridge to send 30 day notices for dues payments.

Notes on doors prior to seal coats; cost for tow trucks will be at the owners expense.

Owners would like agendas prior to Board meetings; will be made available by Ethridge – transition to new management company is ongoing.

l. Schedule next Board Meeting  
MAY 12, 2022 (Thursday) @ 5:30 PM; Tryon Branch Library, 1200 Langley Avenue, Pensacola FL  
32504 (850) 471-6980

Completed by Daniel Dorman, Vice President & Secretary



4/26/2022