

Spyglass Point Condominium Association of Pensacola, Inc.

Board Meeting Minutes

Date: January 20, 2022

Place: Pensacola Library

239 N. Spring St.

Pensacola, FL 32503

1. Meeting called to order at 5:30pm by Patty Martinez, President of the Board. Quorum established with 5 of 9 board members present.

- Board members present: Patty Martinez, Daniel Dorman, Jason Robbins, Taylor Loftin, Barry Boyd.
- Board members absent: Brian Cox, Natalia Chapman, John Amentler, Cliff Kirk.

2. Review minutes from 12/09/2021:

Noted needed correction to Jan 20 agenda to correct the date listed for previous board meeting. No board members had amendments to the meeting minutes from 12/9. Only issue is that Secretary Cliff Kirk signed the second page, and not the third. Will get Cliff to sign third page.

- Jason Robbins motioned to accept meeting minutes from 12/9/2021, Patty Martinez seconded. Motion passed unanimously.

3. Financial Review ending 11/30/2021:

Review tabled; inaccurate financials for the month of Dec. Patty Martinez noted that reserve accounts were not correct, when inquiries were made, the management company had informed us that the books had not yet been balanced. Patty stated that rather than present something inaccurate, rather wait until next month's meeting w/ accurate numbers and two months of financials to review and approve.

- Taylor Loftin motioned to table the financial review until next month's board meeting, seconded by Jason Robbins. Motion passed unanimously.

4. Presentation from East Bay Landscaping

Heath and Justin from East Bay Landscaping made a presentation to the Board regarding the Service Maintenance Agreement and overall landscaping project for Spyglass. Landscaping Exploratory Working Group reviewed between 4-6 quotes; East Bay was the better choice and thus a presentation was requested. Presentation covered:

- Heath & Maintenance (reference copy of contract): 42 services per year every week from April to Oct, every other week Oct to end of March. East Bay handles similar properties as Spyglass, Wyndchase for example, is one of the properties they maintain. Heath checks properties every other week, maintains communication, problems can be communicated and it will be taken care of. Irrigation and fertilization 7 treatments per year using subcontractor, locally owned (West Florida Turf Service). Long-term goal would be to improve all building grounds; not feasible to do it all at once. Will dress them up and make them more appealing at the present time, and in a phased approach will address the turf, irrigation, and fertilization issues.

- Justin & Landscaping Improvements: reviewed the overall vision for the phased, incremental beautification and landscaping improvements for Spyglass Point. Will use some of the existing landscaping where possible. Improvements to include: Entrance/center island, improvements to entrance lighting, pool house and pool deck landscaping, Scenic Highway-facing aspects in front of buildings A and B; improvement of grounds and landscaping overall.

5. Old Business:

- a. M&H insurance claim status
Patty Martinez stated she is tracking it and is in contact with them, she has a spreadsheet of the issues and still working on them with M&H.
- b. Progress on roof replacements
Working on the O Building, will be working on P building next. Think we are completed with roof work. If anyone is experiencing gutter issues please contact Patty so that she can report them to M&H.
- c. Damage to sprinkler system/pool security system; insurance claim/relocation of wire
We have the claims from sprinkler system, currently waiting for claims from pool security system. Cliff stated he should have them, will get them to Jay to file an insurance claim.
- d. Service maintenance contract with Riker Irrigation
Already in the 2022 budget (\$1,200.00) but do not have a service maintenance contract for the irrigation. They are familiar with and have worked on our irrigation system over the summer. They stated they would do it and gave us a quote, \$150.00 per month/\$1,800p/yr and pull funds from general maintenance to cover the \$600.00 difference.
 - Jason Robbins made a motion to use Riker as our service maintenance contractor for irrigation, Taylor Loftin seconded; motion passed by the board unanimously.
- e. Status of new Board members on all bank accounts, CD's, signatures; removal of previous board members on accounts
Had to wait on minutes and for Cliff Kirk to sign – will get this completed.
- f. Status of hiring an accountant
Jay Schwartz with the management company has reached out to several accountants, have not found one yet. Taylor Loftin stated he is still having issues contacting his POC, will continue to try to contact.
- g. Reserve Survey
Spoke to the Attorney, who recommended we have a reserve study completed. Florida legislature is moving towards requiring a reserve survey on an annual basis. Attorney's recommendation was that we move forward on this before it becomes law, recommendation stems from accident in south Florida with Condominium building collapse. Patty brought it up at the last meeting, will help build a strategic plan and assist

financially. Surveys cost between \$600 and \$1,800, depending on how large/small the association is.

- Taylor Loftin motioned that we order/obtain a reserve survey, Jason Robbins seconded. Motion passed unanimously by the board.
- h. Outcome of holiday Season meet and greet event
Was fabulous, had people come out. Board thanks the residents that came to the event.
- i. Status of remaining buildings LED corner and breezeway light replacements; outside water faucets (P-1 pipes need completed and closing of pipes at unit E-1)
All breezeway lights were changed, still working on quotes for poly pipes.
- j. Status of meeting w/ Sugar Tree's HOA Board officers or President
Patty Martinez did speak to the president of the SugarTree HOA regarding the easement, and will continue working with them to get the easement cleared out. Was supposed to talk to their residents in the back of their complex regarding their trash and parking of cars. We do not want to put up another fence but if it continues we will want those fences. Contact will be maintained to accomplish the cleaning of the easement and handle the nuisance of Sugar Tree trash and parking.
- k. Dryer Vents
Patty Martinez tabled discussion of the dryer vents, as we are still waiting on a response from the attorney.

6. Pool Quotes

- a. Review pool quotes for 1) Blue Water Pool Services, LLC., 2) Aquatic Edge Pool Services, 3) Emerald Coast Pool Sharks
Barry Boyd stated two quotes were obtained to redo the pool. One quote came in at \$101,000 and the second came in at \$39,000. Met with both, they were both essentially going to do the same work, with one being significantly more cost effective. Would like to move forward with Pinch-a-Penny Pools to refurbish the pool.
- Taylor Loftin motioned to move forward with Pinch-a-Penny Pools to complete the work of refurbishing the pool for \$39,000 as quoted. Motion seconded by Jason Robbins; motion passed unanimously by the board.
- b. Pool maintenance
Barry Boyd reported that the company taking care of the maintenance of the pool, Payne Pools, no longer wished to do so. During the course of the summer others were interviewed. Blue Water Pool service, not a good presentation. Emerald Coast Pools took over from Payne Pools, all they stated in their email quote was that they would be doing the same thing as Payne for the same cost, no numbers and only penalties, want us to have a debit account. Quote from Aquatic Edge, essentially same thing regarding maintenance, coming out to \$450.00 per month. Had difficulty with people coming out to look and discuss with us.
- Jason Robbins motioned to approve Aquatic Edge as the new contractor for Spyglass pool maintenance, seconded by Taylor Loftin. Motion passed

unanimously by the board. Jay will need to contact the two companies and inform them of the board's decision.

- c. Purchase new pool equipment and pool signs

7. Status report from Management Company on current/open reported maintenance issues
Patty Martinez has copies of the maintenance issues and their status currently being handled by the management company. This should cover this item for the board at this time.

8. Architecture Committee

No one present to discuss, tabled until next meeting.

9. Reports from Exploratory Working Groups

B.7. Balcony is an absolute emergency. Patty has asked Jay to look into it. Individual who did come out said it was a structural/engineering issue and a liability and would not proceed with a remedy. Patty stated it is on her priority. Taylor Loftin stated he may have a POC who can assist. Barry Boyd reported that there are other balconies in the complex that are exhibiting the same issues. Some are not as bad, but requested POC check all of the balcony issues.

10. New Business

- a. Establish a Fines Committee

Some individuals are not complying with the rules, and so the Board desires to establish a fines committee under the Condominium Act, will create a committee, will have a letter, violations will be communicated and will communicate with the Board regarding the violations.

- Jason Robbins motioned that a fines committee be established; Daniel Dorman seconded the motion. Motion passed unanimously by the board.

- b. Financial Audit

The process used during the board meeting in November was done incorrectly. All of the questions which were proposed at the November meeting should only have been directed at the board, and this is according to Rene Wind from the Management Company. At that time, the questions were voted on as owners, and we should not have voted. Should have only been the board members. All other questions were fine. Financial audit question was actually a tie. Speaking with Rene that this board has the authority, since it was a tie, that we have the ability to vote on a financial audit if we so choose to do so. Emailed Jay about proxies, there were two proxies, one from a homeowner who sold their property the day of the board meeting, and the other from a board member. Proxies are not allowed for board members at a board meeting, so you cannot just turn your proxy over to someone else. With that being said, there were still 4 members present at the meeting. This board is faced with voting on whether we want to have a financial audit.

- Daniel Dorman motioned to move forward with a financial audit, motion seconded by Taylor Loftin. Motion passed unanimously by the board.

- c. Proposal for property improvements
Covered in presentation to the board by East Bay.
- d. Corner Lights – J.D. Ingram
13 corner lights remain which still need to be replaced, which will cost \$4,000. Right now, they are warm lights, will be replaced with lights of similar brightness with what is currently up. Bulbs will be changed in the existing lights.
- Taylor Loftin made a motion to have J.D. Ingram continue with the replacements, motion seconded by Daniel Dorman. Motion passed unanimously by the board.
- e. East Bay Landscaping Service Maintenance
Patty asked if we wanted to vote, or go over the proposal. Barry Boyd said we should table, regarding security cameras in front. The security cameras issue was tabled as too cost prohibitive. Board briefly reviewed Patty Martinez’s proposed phased improvement plants; discussion regarding the total costs in lawn maintenance contracts, current budget was for \$30,000; would increase to \$44,500, which would include pest, fertilizer, etc. Irrigation maintenance is to be handled separately by Riker. First year budget for lawn maintenance would be \$44,500; second \$45,500, and third year \$46,000. This is for the service maintenance contract, not the improvements/beautification contract.
- Jason Robbins motioned to accept the proposed service maintenance contract from East Bay Landscaping for \$44,500; motion seconded by Daniel Dorman. Motioned passed with 4 “Yes” votes from Patty Martinez, Daniel Dorman, Jason Robbins, Taylor Lofton and 1 “No” vote from Barry Boyd stating he would like to look at it more closely.

Discussion of the Exploratory Budget Working Group Proposal No. “2” for the 3-Year Improvement Plan (see attachments) of the Spyglass Point property which includes incremental increases in HOA dues, assessments to owners, and does *not* include Spyglass Point obtaining a loan. Board did not have any objections to the proposal as presented.

- Taylor Loftin motioned to accept Proposal No. 2 of the proposed budget which does not include a loan, Daniel Dorman seconded. Motion passed unanimously by the board.

11. Member Comments/Concerns

Sandy (B7) brought up concerns regarding the placement and direction of the security lights. Photocells may not be working. Taylor Loftin stated that we would take note to have them adjusted and cells checked. Patty Martinez requested that Sandy send an email to Patty or Jay, with the details of her concern/request.

Maintenance form on the management company’s website should be used, that way it is captured. Single-source input from the owners.

Bob (B7) gave his thanks for the activity and dedication of the board, and feels the proposal for the improvements looked great. Comparing us to Wyndchase isn’t a bad thing, as there are obviously similarities. Stated we’ve done a good job. Eastbay Landscaping seems to do a good job, pleased with the selection.

Board and members discussed the lack of action and effect on values of the property. Improvements are coming with a different plan, things will fall into place. Patty Martinez has talked with owners and they don't mind paying if they're getting something from it.

12. Schedule next board meeting:

- a. Next Spyglass Point Board meeting will be held on Thursday, February 17, 2022 at 5:30pm at the Tryon Branch Library located at 1200 Langley Avenue, Pensacola FL 32504 (850) 471-6980

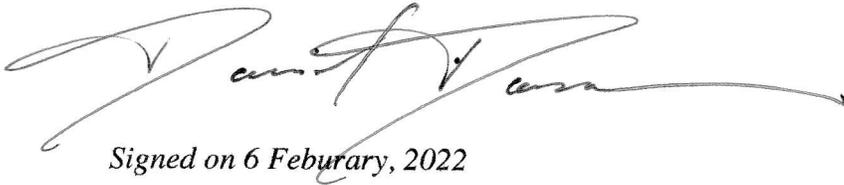
13. Meeting adjourned

- Taylor Loftin motioned to adjourn, Jason Robbins seconded. Motion passed unanimously. Meeting adjourned at 6:53pm.

Meeting minutes recorded, transcribed and prepared by:

Daniel Dorman,

Vice President of Spyglass Point Condominium Association of Pensacola, Inc.

A handwritten signature in black ink, appearing to read 'Daniel Dorman', with a long horizontal flourish extending to the right.

Signed on 6 February, 2022