

SPYGLASS POINT CONDOMINIUMS OF PENSACOLA, INC.

UNRESOLVED ITEMS FROM 2023

From Etheridge:

1. The letter notifying owners of the new monthly assessment of \$350 monthly assessment that begins January 1, 2024 needs to go out ASAP. Virginia wrote this letter and sent it in on November 24th to be mailed to the owners. The website needs to indicate this change in monthly assessments everywhere that that the 2023 fee is mentioned. Included with the above letter, we would like new contact information (mail/email) to be requested from the owners so that our database is up to date. Also, tenant information forms should also be included in this mailing.
2. Who sends out 1099's on behalf of Spyglass? We need to make sure we have W-9's from all contractors who did work for Spyglass in 2023.
3. There was a check written in June 2023 that included 4 hours of an EPM maintenance employee meeting with a resident regarding an a/c. We asked for an explanation of this (and other charges on that same invoice that were not authorized by the board), as air conditioners are the responsibility of owners. We have received no explanation, and this check is still outstanding as we have not signed it.
4. In September 2023, there was a check written to EPM for \$154.36 for stationery/printing. In October 2023, there was a check written to EPM for \$358.08 for third quarter stationery/printing. We were confused about this overlap in costs, and we asked for an explanation. We have received none. The check for \$154.36 is still outstanding as we have not signed it.
5. There has been an unresolved amount of \$630 on the bank reconciliations for months that needs to be resolved.
6. Please be reminded that two signatures are required on all checks. We have repeatedly asked that Etheridge be mindful of this, but in October, EPM wrote themselves a check for \$200 for an estoppel that only had Kevin's signature. Writing yourself a check without a second signature would be a big flag in an audit.
7. On November 16th, we were told that we would get a price on the ceiling repairs for Buildings M and F. We have not yet received those. We are getting another quote from a different contractor at this point, but, if Etheridge would still like to quote it, we would welcome it.
8. Please respond to Greg Neely in Unit F4 that we now have a bike rack in the pool area that he is welcome to use. He is no longer allowed to park his bike outside of his building. Also, A8 needs to be informed so they have this info when they return from Brazil.
9. We have repeatedly asked about the status of the fallen light repair at Bldg I. Has this been resolved?
10. Is there a list of repairs that is **required** per the inspection by Florida Pest Control? Or, are these observations rather than required repairs?
11. After the previous board meeting, we asked for a fine letter to be sent to J4. As far as we know, this has not been done. This is very important, as J8 has been affected by this for a very long time. (I am sending out a separate email on this.)
12. Was the letter sent to H8 on November 15th sent to the owner of the unit? If so, how was it sent? Do we have a receipt of it being received? Starting on November 30th, we should have the right to fine the owner if there are any further infractions, if the owner was properly notified. (I am sending out a separate email on this.)

13. For those unit owners who ask about patio doors, the insurance claim submitted by M&H only addressed roofing, windows, and siding. As such, the proceeds are not covering any patio doors.
14. The website needs to be updated with the change in officers for 2024 and reported to SunBiz in the annual report.

From the Board:

1. EPM has recommended a no-retainer relationship with Jay Fraiser. Is this how we want to proceed? We are contemplating revising the governing documents in 2024 and will need his help. I think getting a reduced fee from him is good for this reason.
2. ReSide needs to finish the soffits at Bldgs I and K. We also need a list of outdoor lights that may have been turned by them so we can have him fix these when he comes back out to finish the siding. Is the light at Building B still shining into unit N3? There is a light at D8 that is turned facing the building instead of away from it. Anywhere else?
3. Are Cliff/David going to aesthetically fix the stairs at B5/B8?
4. We (or I) need to finish painting the balcony that was replaced at N6.
5. The replaced storage room door at B8 needs to be painted.
6. **Cliff needs to turn in receipts!!!!**
7. Is there as master list of poly pipes that have/have not been replaced?
8. We need to get the water meter diagram from Edith and mark the water meters with their respective unit numbers.
9. The signature cards on the bank accounts need to be updated to take Fawn off the accounts and to put Michelle on them.
10. Fawn would like to organize the cleaning supplies in the storeroom.
11. We need to install the new camera at Bldg H once it comes in and decide who is going to monitor it on their phone.
12. Fawn has requested warranty information from the company that installed the roofs after Hurricane Sally. We have also asked them about closing out permits that are still hanging in some breezeways.
13. The window project needs to be completed.
14. We need to make sure the gate and the light fixture issues have been resolved at G2.