

Oak Run at Pelican Sound

Condominium Association, Inc.

ANNUAL MEMBERSHIP MEETING MINUTES

Location: Pelican Sound River Club Complex, River Room

February 25, 2020

UNAPPROVED PRELIMINARY DRAFT

I. CALL TO ORDER

The meeting was called to order by Pat Weiss, Association President at 3:00 P.M. Brett Rudland, CAM from Tropical Isles Management and Steve Hart from Collier Financial was present in person.

II. PROOF OF NOTICE OF MEETING

An affidavit was presented at that time by the Community Association Manager which documented the mailing of the notice for the Annual Meeting to all of the membership. A quorum of the membership was then established with Fifty-five (55) members in attendance either in person or by proxy.

III. READING AND DISPOSAL OF MINUTES

February 21, 2019 Annual Meeting Minutes:

MOTION: Dane Tubergen made a motion to waive the reading and approve the February 21, 2019 minutes. Clay Clatur seconded the motion.

VOTE: The vote was unanimously approved.

IV. REPORT OF OFFICERS/COMMITTEES

Presidents Report: Pat Weiss provided report to the owners in attendance such as but not limited to: Rain Gutters, plumbing guidelines and resident responsibility, owners should get gets to the property management office, the roof cleaning is overdue and ARC has asked about the scheduling, continued effort to liven up the landscape with the assistance of the landscape committee.

THANK YOU to Larry Flynn for his many years of service to the Oak Run Board of Directors. You will be missed on the Board.

Treasurers Report: Richard Batterberry provided report to the owners in attendance. Owners have received their 2019-year end financial report. Rich reported that with all the 2019 maintenance items done, the Association only had a \$1k loss for 2019. Some of that minimal loss was that the Board paid approximately \$29k towards the loan prepayment. There is approximately \$213k balance on the roof loan and if we continue to prepay the loan each year, it will be paid as of July 2021.

Secretary Report: Tom Quigley mentioned to owners there is a wealth of information on the Oak Run website for owners to review should they need assistance with home maintenance. There is an owner suggesting vendor list on the website.

Landscaping Report: Ron Maunu provided verbal report to the owners in attendance. Guava trees to be removed on a case by case. The four new re-landscaped atrium areas look nice with given positive feedback from owners. The Association is planning on redoing all of them unless an owner objects. In the atrium areas, they will be placing rock instead of bark. The small area between the garages will start to be replaced with crotons and Dracaena plants.

Social Committee Report:

The committee reported that the Association had 3 events this season and 1 more to come in March. November 2019 was at the bocce ball courts, January 2020 there was appetizers at the pool, February

2020 there was hot dog night (88 owners attended). The committee decided for March, they wanted more of a casual get together instead of a main formal dinner as there are no dates for the river club or racquet center available this season to meet but they are planning a farewell event next year at the river club or racquet center. The committee members are: Melanie Fasone, Terry Quigley, Patti Higerd, Bev Jensen, Cindy Forest and Karen Surguine. With assistance from Frank Abt (chef) and Tom Quigley (invitation designer)

V. PROPERTY MANAGER REPORT

Brett Rudland, CAM from Tropical Isles Management Services, Inc. provided a verbal update to the owners in attendance such as:

- As a reminder, the janitorial company contract with Jump-To-It to include: twice monthly cleans will be done Nov. – May. Monthly cleans in the months of June - Oct. The contract includes:
 1. Clean exterior light fixtures
 2. Check and replace light bulbs/photo cells in common areas.
 3. Debug and clean around exterior of each building to include all soffits, fascia and any other bug/debris collecting area up to the height of 12’.
 4. Debug and clean each entrance way
 5. Clean exterior fire extinguisher cabinets
 6. Blow off driveways and walkways.
 7. Pick up trash on common ground to include area around entire building.
 8. Report any problems while onsite to the property manager.
 9. Monthly light checks to include replacing any lights at that time. All additional light checks other than the monthly will be an additional cost.
- Horizon Tree Service recently trimmed all the palms. The palms are trimmed twice per year.
- Walkway & Driveway cleaning was cleaned during November 2019
- Reminder: Wind Mitigation Inspection Forms were completed after the re-roof project. If you have not received an updated form, please email Tropical Isles Management.
- Unit Keys: If owners have not supplied an update to date key for their unit (if the locks were changed), please submit those.
- The Board approved to have all the sewer lines scoped in February 2019 to determine what lines, if any, would need to be jetted and/or repaired. March 2019, a total of 11 buildings had work done that was approved by the Board:
 1. 21715-Rubber connection joint was installed on the past and the pipes inside are not touching each other. This could be a potential roots penetration on the future. No significant issues at this time. BRETT: Repair was made
 2. 21723-At 13ft and 21ft roots on the line. Separated rubber connection. THIS LINE REPAIR IS PENDING, WE MUST CALL SUNSHINE UTILITY LOCATION TO LOCATE LINES PRIOR EXCAVATION. PM AWARE.) THIS REPAIR WILL BE TIME AND MATERIALS 2 TECHS. BRETT: Repair was made
 3. 21727-At 22ft before the wye the sewer pipe starting to collapse. BRETT: Repair was made
 4. 21731-At 33ft Roots growing at the wye. BRETT: Repair was made
 5. 21735-Roots penetration underneath utility box. This section has been treated with jetting and root-x on the past. BRETT: Done
 6. 21755- Bad mechanical connection. BRETT: Repair was made
 7. 21754-Belly on the line, we recommend jetting to clear the belly and video camera after. Sewer popper needs to be replace. BRETT: Done. No repair needed at this time.

8. 21734-Roots penetration at the wye. (AFTER HYDRO PRESSURE THIS LINE WE RAN VIDEO CAMERA AND FOUND NO ROOTS PENETRATION) NO EXCAVATION NEEDED. BRETT: Done.
9. 21726-Before the wye at 25ft belly on the line with grease build up. BRETT: This was jetted. BRETT: Done. No repair needed at this time.
10. 21722-At 26ft roots penetration. BRETT: Repair was made
11. 21723-- excavate hand digging at front of the condo 21723 landscaping, repair sewer line in two different locations, install new sections of schedule 35 sewer line, video inspection and backfill after repair was completed. BRETT: Repair was made in April 2019.
12. The rest of the sewer lines on the community were in good conditions at the inspection time.

- In August 2019, Elias Brothers Painting painted all the coach lights.
- In September 2019, JumpToIt cleaned out the coach lights.
- The Board approved in March 2019 the following concrete work:
 1. Grinding and replacement of concrete: The locations for full replacement are as follows: 21715, 21727, 21735, 21743, 21759 & 21771. These are the atrium concrete areas.
 2. Partial remove and replace of concrete at the following 5 locations. This is from door to door in the atriums. 21722, 21723, 21731, 21740, 21744
- The Board approved phase 2 of the concrete work in August 2019:
 1. 21715 BLDG CONCRETE REPLACEMENT - (5) Locations
 2. 21722 BLDG CONCRETE REPLACEMENT - (5) Locations
 3. 21723 BLDG CONCRETE REPLACEMENT - (5) Locations
 4. 21739 BLDG CONCRETE REPLACEMENT - (5) Locations
 5. 21759 BLDG CONCRETE REPLACEMENT - (5) Locations
- The Board also approved in August 2019 to Caulk to Fill Concrete Cracks. Clean Cracks in Concrete Pavement to Remove Loose Debris^[1]_{SEP} Fill Cracks with Polymer Caulk Compound to Prevent Water Intrusion.
- In December 2019, Elias Brothers painted the front doors & atrium pillars.
- In January 2020, Elias Brothers painted all the garage doors.

VI. OPEN FORUM

Open forum with questions and answers among members in attendance, the Board of Directors, and Brett Rudland, CAM.

VII. ANNOUNCEMENT of DIRECTORS/ANNOUNCEMENT of RESULTS

According to the Oak Run at Pelican Sound Condominium Association, Inc By-Laws, the term of office for Board Members ends upon the election of new Directors at the following Annual Members Meetings depending on their staggered term. The following unit owner has notified the Association of his desire to run for the Board of Directors: Patrick Weiss. Since there are three (3) openings for the Board of Directors and one (1) candidate, no actual balloting is required to take place and this member, as well as two (2) appointed members, will serve on your Board of Directors along with Tom Quigley and Bob Twombly.

VIII. UNFINISHED BUSINESS

- Replace water lines that can leak and cause significant damage including a/c refrigerant lines.
- Replace smoke detector batteries and/or smoke detectors entirely
- Replace hot water tanks as they near end of warranty period (6) years.
- Replace smoke detector batteries and/or smoke detectors.
- Ensure Tropical Isles has a valid key to each unit.
- Ensure that a/c condensate lines are clear of debris.
- Turn outside water valves off when leaving unit for 24 hours or more.

IX. NEW BUSINESS

a. *Vote to Rollover Excess Association Funds.*

VOTE: fifty-four (54) members in attendance either in person or by proxy voted in favor. Zero (0)) members opposed. One (1) member abstained. The vote carried.

b. *Vote to allow Board to temporarily borrow from reserves to pay insurance premiums.*

VOTE: fifty-four (54) members in attendance either in person or by proxy voted in favor. Zero (0)) members opposed. One (1) member abstained. The vote carried.

c. **Vote on waiving the legal requirement to schedule a reviewed and/or compiled financial statement by an independent CPA for fiscal year end December 31, 2019.**

VOTE: fifty-four (54) members in attendance either in person or by proxy voted in favor. Zero (0)) members opposed. One (1) member abstained. The vote carried.

- X. **ADJOURNMENT--** With no further business to conduct, Tom Quigley moved to adjourn and seconded by Rich Batterberry. The meeting was officially adjourned at 4:04 PM.