

**SUNCHASE CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
February 15, 2017

**MINUTES**

**BOARD MEMBERS PRESENT**

Abe Singh  
Tim Carr (by teleconference)  
Laura Plowman  
Jake Commer  
Butch Sommermeyer (by teleconference)  
Mandy Youngblood

**OTHERS PRESENT**

Cheryl Kelley, EPM  
Lt. Tai Nguyn  
Andrew Jackson  
  
Mike Pranschke

**Call to Order:**

The meeting was called to order by Abe Singh at 5:05 p.m.

**Neighborhood Watch:** Officer Tai Nguyn with the Gulf Breeze Police Dept. attending the meeting. Abe joined the Neighborhood Watch program on behalf of SC.

Lt. Nguyn went over a list of action items to help deter crime at Sunchase.

- Set Patrol time slots for the neighborhood watch
- Encourage residents to lock vehicle doors, always.
- Keep watch for vehicles that don't belong on site
- Write down tag # for any suspicious vehicle
- Call GB PD if you see anything suspicious
- Suggested Vehicle Decals/resident & guests passes
- Video Surveillance
- Neighborhood Watch and Surveillance Camera Warning signs
- Call #850-934-4050 for immediate GB PD Dispatch

\*All of this information was emailed to residents after the meeting.

**Approval of Minutes:** Jake made a motion to approve the minutes of the January 18th meeting. Mandy seconded, and the motion passed unanimously.

**December Financials:** Cheryl Kelley presented the January 2017 financial report. Cheryl reported that the January finances look good. Special Assessment collection is going very well. With approx. 29 unpaid as of 1/31, as of meeting date, only approx. 10 outstanding, regarding the 1<sup>st</sup> installment.

**Monthly Aged receivables,** accounts reviewed, any balance due over 60-90 days is forwarded to Coastal Law for collection process, lien procedure is started. Currently there is 1 account with attorney. Request has been made by owner to hold off placing lien, unit is for sale. After discussion, Jake made a motion to hold filing the lien until end of March, Mandy 2<sup>nd</sup>, all in favor. Financials approval by Jake, seconded by Laura, all in favor.

**Additional Financials:** A-6 claims KT Construction nails, during siding repairs, caused flat tire and subsequent required replacement of a tire on his Corvette, this claim was made in Fall of 2016, board and KT Construction were notified immediately. A-6 has not paid \$510.00 as claim for cost of tire. After discussion, board declined to accept the claim, stated very hard to prove nail in tire was picked up on site.

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**OLD BUSINESS:**

- A. **SRYC Dredging project**: Abe presented an update of the project. Still much to be done on permits and approvals for SRYC. On hold for now, until more information is provided. Board has many questions before any approval, SRYC has requested to allow the re-filtered dredged sand placement on the SC Beach.
  
- B. **Piling Repairs**, Bontrager Construction, piling repairs have begun (1) at E, balance K & L Buildings.
  
- C. **Onsite Maintenance: discussed at last few meetings, requested to be discussed again.**  
This item was included in proposal in effort regularly maintain the property. Proposal was requested by board in 2017 renewals and included in 2017 budget. EPM maintenance staff member Caleb Brown has begun on site regular maintenance currently 2 days per week. Cheryl went over the costs for this maintenance service. This was implemented to increase prompt service, such as regular pick up of grounds, minor maint. etc. Noted, jobs requiring extension ladders, such as replacing spot lights and shake siding repairs, will require additional staff, maintenance will be billed accordingly. Board agreed to continue service.

**NEW BUSINESS:**

- A. **Rules Committee** 1st meeting was last week; discussed ongoing issues and goals for the committee such as; plants and overhanging of planters on balconies, décor on balconies, where to set limits was discussed. Need of more meetings, but had a good start of outlining: Balconies, Decks, Lighting, plant specifics, décor.  
Members are: Laura Plowman, Susan Davies, Caroline Stinson & Butch Sommermeyer  
Next Group meeting will be planned in couple of weeks.
  
- B. **Condo Insurance Renewals** March 30<sup>th</sup>. Quotes have been requested from 2 ins. Agencies Gambrell & Sturges and Hiles McLeod. To be presented at next meeting.
  
- C. **Hard Floor Surface Request** by Tim Carr: Tim has sent email to board requesting to replace current hard surface and replace current carpet with hard surface floors. Floor contractor would install sound proofing over the sub-floors. This was discussed at length, as previous requests have been denied, and hard surface has been updated in Rules and Regs by board, stating due to sound echoing, no installations of hard surface will be allowed. Considering Sound Deadening upgrades, recent flooring upgrades available, Tim requests board grant his requests. Laura stated board may consider requiring sound proofing for all floor upgrades. Tim will send board more sound deadening floor information, to be discussed at next meeting.
  
- D. **Emails and Board Communications:**  
Cheryl requests due to an enormous amount of board emails and effort to keep the association topics organized, in the aspects of managing, all emails should be generated thru Abe to her email.

**Meeting was adjourned at 6:47**

Respectfully Submitted,

Cheryl E. Kelley