

SPYGLASS POINT CONDOMINIUM ASSOCIATION OF PENSACOLA, INC.
Board Meeting June 12, 2024 @ 5:30 p.m., Downtown Pensacola Library

Minutes

Meeting called to order @ 5:30 p.m.

President Allen Davis asked that the meeting be recorded

Quorum established, Board Members present: Pres. Davis, Vice-President Michelle Mailhos, Secretary Virginia Brown, Treasurer Christie Alsop, Director Cliff Kirk and Director Trey Urquhart. Absent: Director David Mascarenhas.

Date and time of posting of meeting: June 10, 2024 @ noon

Review minutes from May 8 and May 22, 2024 meetings. Treas. Alsop made a motion to approve both meeting's minutes, seconded by Dir. Kirk. All present voting aye.

- Financial update/cd renewal/general maintenance budget: As of May 31, 2024 we had \$55,346.00 in operating account; including C/D's we had \$368,023.00 in contingency account; and \$205,195.00 in reserves. We put \$150,000.00 in a 90 day C/D from the contingency account that matures on August 7, 2024. We rolled over the \$50,000.00 we have in a C/D and the \$634.32 interest earned on the C/D. This matures on November 3, 2024. Accounts receivable, as of today, are \$32,316.44. This represents past due amounts of 35 owners.
- General Maintenance Budget: As of May 31, 2024 we are under budget by \$1,347.00
- Letters to be sent to owners regarding the special assessment for increase in insurance premium and late fees: The insurance premium increased by \$56,514.31. This comes to \$476.95/unit. The assessment will be due on or before August 1, 2024. After discussion Pres. Davis made a motion to send out the assessment letter with a page to vote to be sent back to Etheridge. Accounts receivable past due amounts can be assessed according to our By-laws. Send a letter to the owners stating that they must get their past due amounts paid by August 1, 2024. If not, interest/penalties will be accruing as of this date and monthly HOA fees are due on the 1st of the month and considered late on the 10th where a late fee will be applied from now on. Also, a letter to the owners notifying them that we will be renewing our termite policy and they will be

performing their inspections on July 1, 2024. Sec. Brown seconded, all present voting aye.

- Building K erosion issues: We have proposals from two companies, Wallace and Green Procedures to fix the issues and a proposal from Gutter Guys for \$950.00 to install gutters on K Bldg. If we use field dirt and sod instead of a concrete retaining wall, the proposal from Wallace is \$3,083.00 and \$5,600.00 from Green Procedures. There is a problem with drainage on the back side of the pool and the G Bldg. The proposals to fix this problem, using the dirt that is removed, along with sod to fix K Bldg.: Wallace \$10,458.00; Green Procedures \$12,840.00. A motion was made by Sec. Brown to approve the \$950.00 proposal of Gutter Guys for new gutters @ K and Wallace's proposal of \$10,458.00 to fix the drainage issue at the back of the pool, as well as the erosion @ K Bldg., seconded by Dir. Kirk, all present voting aye.
- Status of J-4 fines/lien: Our attorney has received authorization to file the lien. He will be taking care of that ASAP.
- Update of tread replacement: P Bldg. has not been completed yet, but all others that needed it have been completed.
- Update on attic fans: All attic fans have been done.
- Update on screens: VP Mailhos is scheduling times for pick up sometime next week.
- Update on pet/parking signs: VP Mailhos has put up all of the new signs.
- Update on maintenance person: The maintenance man, Alan has been diagnosed with cancer. He is currently working, but Etheridge will be looking for a replacement in the event Alan is unable to continue.
- Termites @ K-4: Pest control came out today and drilled holes and treated the building. A contractor will assess the damage to the interior and repair what is needed.
- Leak @ J-3/J-4: The holes from the plumbing leak have been repaired. Windy @ Etheridge is getting quotes to replace the plumbing in J-3/J-4. There was a leak @ B-8 in May. The cost from that was \$1,507.82. A motion was made by Pres. Davis that any approved leaks needing repair the cost will come from Reserves, seconded by Sec. Brown, all present voting aye.

- Downed tree on truck: We had to pay \$2,000.00 to have the tree removed. However, the owner's insurance is taking care of the vehicle.
- Potential key box on property: Our attorney does not recommend putting one in due to liability.
- Meeting with attorney regarding changes to governing documents: Pres. Davis and Treas. Also met with Mr. Fraiser and presented our recommended changes. Mr. Frazier is going to make any corrections and put everything in a document in the coming weeks.
- Work orders for B-6 deck; K-2 fence; new fence post for new sign; questions about P-6 balcony; downspout washout at O Bldg.: The new fence post has been installed. All other repairs are to be handled by our maintenance man. Etheridge will be in touch with him regarding this.
- Cliff's door project: Cliff will continue with the painting of the front doors in the complex.
- Letters regarding tenant information, authorized voters and electronic consent: A discussion about mandatory background checks for any new tenant was tabled. This will require consulting with our attorney to move forward. However, we will include a tenant information form in our mailout. After previously consulting with our attorney, we are required to have authorized voters for each unit. Also, owners need to be sent a letter as to whether or not the owner gives electronic consent. These were postponed to a later date.
- Workers' Compensation Insurance: The insurance company said that it will cost less than \$1,000/yr. Treas. Also made a motion to get Workers' Compensation Insurance, seconded by Sec. Brown, all present voting aye.
- Date for next scheduled board meeting: July 10, 2024.
- Pres. Davis adjourned the meeting

***This event is not sponsored or endorsed by West Florida Public Libraries or Escambia County