

Bordeaux Village I Condominium Association, Inc.

Meeting Minutes

Board of Directors Meeting
Wednesday, March 31, 2021
Feathersound Country Club

Attendance

Board Members

- Holliday Lisowski, President
- Praveen Rathore, Vice President
- Jeff Dyce, Secretary
- Lewis Brier, Treasurer
- Ryan Kelley

Other Attendees

- Warren Panaccione, Unit D203 owner
- Aja ("Asia") Hall, Insurance Agent, E/G of Florida
- Nick Naderpour, representing AmeriTech Management Services

Call to Order

- The President called the meeting to order at 6:30 pm

Quorum

- The President noted that all five board members were present, thereby confirming a Quorum

Approval of Minutes

The President requested approval of past minutes, including

- Annual Member's Meeting (Feb 11)
- Organizational Meeting of the Board (Feb 11), and
- Special Board Meeting (for Insurance, March 16)

A motion to approve these minutes was made by Lewis Brier, seconded by Ryan Kelly and approved by unanimous vote.

Ratifying of Votes by Email

- None

Property Managers Report

Respectfully Submitted by Nick Naderpour, LCAM on behalf of Michael Diorio, LCAM

FINANCIAL/ADMINISTRATIVE:

- Financials - Financials were sent March 17, 2021
- Total Assets -\$128,684.01
- Total Equity & Capital - \$52,443.86
- Total General Operating Funds — \$64,068.63
- Delinquencies — \$16,064.00

Collections –

1 over 30 days —3 over 90 days
2 at the attorney

Sales/Leases

E203 — Waiting on lease

D104 – Sold; approved

Treasurer's Report

Submitted by Lewis Brier, Treasurer

- The Treasurer's Report included general comments on the nature of the Association funding with particular focus on restrictions of cash allocations. In particular it was noted that Reserve Funds (for painting, roofing and parking resurfacing) are restricted to those uses and cannot be used for current operating costs. Additionally, most of the General Funds are committed to contractual obligations such as insurance (50% of the total budget), utilities, management fees and yard service. The 'discretionary' funds available for Board action are therefore limited to about \$1,000 per month in general maintenance. The Treasurer recommended that the Board attempt to retain about 3 months of cash reserve for maintenance (\$3,000) to allow for unexpected issues.
- Overall, the report noted that the cash available appears to be sufficient to meet expected obligations and that no repairs are being deferred due to cash concerns.
- Treasurer reviewed Feb 2021 aged receivables.

Delinquent Collections

- The Treasurer noted that there are two significant past due accounts of \$3,500 and \$9,000 both of which have liens on file. The member past due \$3,500 has, in recent correspondence, committed to make full payment shortly. The member past due \$9,000 (dating back to April, 2019) has not responded to formal letters on the issue. After due discussion of options, including foreclosure, the President agreed to attempt to contact the owner in person to assess the situation. The President will report back to the Board on this issue.

Insurance Report

Submitted by Aja Hall E/G of Florida, Insurance and Risk Management

Ms. Hall, our new agent of record, reviewed each major element of our current insurance program making note of several opportunities for improvements in coverage.

- Commercial Property
- Package: Carports and GL
- Crime
- Directors and officers
- Umbrella
- Workers Compensation
- She noted that most policies will expire on May 31 and that the flood policies will renew on October 3. Active marketing for the non-flood policies will begin shortly and a report on that will be scheduled with the Board for mid-May.

Old Business

- Yard service was discussed, with focus on recent additional charges (\$600) for small quantity of mulch. Board members expressed some concerns on the cost and quality of this service. Accordingly, the following motion was made by Ryan Kelly:
The President, or her Board designate, is hereby directed and authorized to suspend further mulching and other optional yard service pending discussion with Jon (landscaper) and further review by the Board.
The motion was seconded by Praveen Rathore and approved by unanimous voice vote.

New Business

Maintenance Priorities

- The Board discussed the need to set priorities for known maintenance items. In order to do so, cost estimates for known issues need to be determined. AmeriTech has been directed to develop a cost estimate for the issues listed from the most recent walk through.
- Additionally, AmeriTech has been directed to provide a list of all open work-orders and owner maintenance issues not on the walk-through list.
- AmeriTech was further directed to initiate immediate emergency service for leak detection for unit A103, where water is seeping up from below the ground floor.
- The Board discussed concerns of members on the quality of the recent (2017-2019) re-roofing work. This included possible follow up action with the roof contractor for remedial work. As a first step AmeriTech was directed to provide a copy of the roofing contract from the files to allow confirmation of warranty coverage.

Carport Lease

- The Board discussed the leasing of the one unassigned carport/storage unit. This space has been leased to one unit owner on a verbal contract basis for several years. The Board agreed that the lease should be documented formally. Praveen agreed to initiate a search for an on-line lease agreement form to provide for the Board's consideration.

Additional Discussion

- In conclusion, the President requested a confirmation from the Treasurer of the expected date for the next planned painting of the buildings.

Property Inspection: 03-29-21 with Holliday Lisowski and Praveen Rathore

Preliminary observed repairs necessary and property violations:

Violations:

E102 Code violation, needs to move BBQ off porch and minimum 10-0 from bldg. Florida Fire Code 10.10.6.

Repairs

A103 - Water Meter in front of A103 is leaking. Pool of water - Called Pinellas County Utility they do not have city pipes at BVI. The pipes leading to BVI are from the developer that tied into the lines outside the community. They say that is association responsibility. Michael texted Jon Addison to look at issue.

B104 - Right side of wall needs to be addressed.

B201 - Overhang has wood rot at front door.

B202 - Facia, front door overhang rot and stucco needs repair/replace - Specialty Builders looking into where the quote is.

C101 - Stucco over window pane coming down and irrigation lid needs replaced in the back.

C102 - Stucco issues.

C104 - Replace screen.

C106 - Needs to replace the numbers on their door.

D101 - Weeds growing up the side of the building – Michael to text Jon Addison to look into this.

E203 - Patio screen and ceiling need to be addressed by association; bedroom screens need replaced (owner responsible for bedroom).

E204 - Master bedroom window needs ledge fixed properly and painted.

Bldg F - Water spicket leaking behind building, screen porch to be fixed.

Carports with noted issues (several more to check)

#4 Light needs to be replaced.

#12 Has quite a few issues - possible leaking roof, rotted wood and possible beam damage.

#14 Has quite a few issues, slanting, uneven - needs to be looked out to insure it is sound.

Other Business-None

Adjournment: There being no other Business a motion to Adjourn was made by Ryan Kelly and seconded by Praveen Rathore. The meeting was adjourned at 8:29 PM.