

PEBBLE BEACH VILLAS

BOARD OF DIRECTORS MEETING

MEETING DATE: Wednesday, February 26, 2020

MEETING TIME: 2:00 PM

MEETING PLACE: Pebble Beach Villas Clubhouse

MEETING MINUTES

1. CALL TO ORDER

Kevin Kelly called the meeting to order at 2:00 p.m. Property Manager Mike Gallagher confirmed that proper notice of the meeting had been posted on bulletin boards.

2. ROLL CALL

Bette Tsoutsouras called the roll. Present were Kevin Kelly, Peter Probasco, Steve Croft, Don Groshong, Al Jakelis, Alex Petron (via teleconference), and Bette Tsoutsouras.

3. APPROVAL OF MINUTES

Bette Tsoutsouras moved to waive the reading of the February 10th meeting. The motion was approved and unanimously carried. Kevin Kelly delivered a copy to Mike Gallagher for his records.

4. PRESIDENT'S REPORT

I provided my first Presidents Report to the community at our January 27, 2020 meeting. It will be my practice to provide such an update at the last Board Meeting held in any month. The report will provide an update on the monthly activities or on any matters that require special attention.

Since the Jan 27th meeting, the board has formed five committees with more than 25 volunteers on the various committees. As many of you are serving on these committees and have observed substantial activity--- we should all be thrilled with the caring and willingness of our neighbors to contribute to the wellbeing of Pebble Beach Villas.

Additional volunteers are welcome to join any of our committees:

- By-Laws
- Rules/Regulations
- Voter
- Website
- Flooring

I would like to express my thanks to all those neighbors who have volunteered to help the board to improve our beautiful PBV.

As a brief update the By-Laws Modernization Committee had its first meeting this past Tuesday.

The committee has determined that it is necessary and appropriate to redo and replace the entire By-Laws document. The committee members are already working on several tasks and a committee update will be provided a later date.

I must also express my sincere thanks and appreciation to our current board members. They have accepted their new roles whole-heartedly and have already accomplished many tasks for the benefit of PBV. Just this morning many of them have attended the board certification class. They have also developed new procedures that they will be reviewing today.

The board has made it a high priority to complete several key maintenance projects this year.

- Building F projects
- Damage to building walls
- Ageing of infrastructure
- Clubhouse Doors
- Pool Acid Wash and Repair and a few others.
- Mike Gallagher has committed to have final bids by end of MARCH AND

ALL OF THESE PROJECTS WILL BE COMPLETED BY THE FALL.

The board of directors must also keep a cautious eye on RISKS FACTORS that must be addressed. Identified risks include the following:

- Roof strapping
- Damage to building walls
- Ageing of infrastructure

Please be assured that we do not expect to take any action until a full analysis and assessment is completed for each project.

It is important to note and to be clear on a basic principle and philosophy that the board will employ when we address these projects.

We will establish procedures and controls, with written reports before we consider and approve any expenditures. However, we will NOT simply choose the cheapest bid. We will make our assessment on the "best value" for our money. We must choose the solution that provides the required quality with long term return on investment.

I trust that the agenda for today's meeting continues to move forward on addressing our current needs and priorities.

5. TREASURER'S REPORT

The month of January had a significant negative variance. We had a negative income of -\$5,571 vs. income and a negative variance of -\$6,428 vs. budget (our budget has a planned surplus of \$856 per month).

This negative variance was entirely attributed to two, on-time expenses. Specifically, Landscape & Grounds Expense: \$7,616 over budget due to north fence plantings (\$8,120) and Irrigation Repairs (\$1,740). Other areas of Landscaping were underbudget.

This negative variance will dissipate over the year as we have budgeted for these expenses as the budget funding is spread over the entire year.

We also incurred an \$1955 expense for Building A roof repair. We will be reviewing the estimate and final bill with Elliot Merrill to determine if can mitigate these ad hoc expenses.

Reserves:

Our regular reserve accounts continue to increase in value. We added \$7,626 (\$7,215 from regular assessments and \$411 of interest) to the Reserves this past month, bringing our Reserves balances to \$415,567.

Finally, on the recommendation of Elliot Merrill, we closed a dormant account at Seacoast Bank and transferred a \$balance of \$5,000 to our operating accounts.

NOTE: Following Steve's report, Kevin questioned Mike Gallagher regarding roof repair expenditure.

6. PROPERTY MANAGER'S REPORT

- a. Status Report: Mike Gallagher reported that we have
 - Hired a new clubhouse cleaning service, and he asked if service has been up to standards (Audience said it has been fine.)
 - Completed landscaping along the north fence
 - Repainted the pool coping
 - Repaired roof leaks in Bldg. A
 - Purchased a new battery for the tennis ball machine
 - Repaired a main irrigation line under Bldg. B driveway
 - Cleaned out the clubhouse maintenance closet
 - Repaired washer in E Bldg.
 - Performed annual backflow testing
 - Power washed catwalks and sidewalks
 - Continued general maintenance on pool and irrigations system
- b. Projects Bids: Mike reported that he is securing bids for all three of Building Projects and they will be available for our March 2020 Board meetings. These projects remain a priority. In addition, he touched on a series of upcoming projects—see the January 2020 Property Report.

Elliott Merrill letter to the PBV Board was confirmed and a copy provided for the PBV Files of vital records, reports, and minutes.

Kevin made a motion for Elliott Merrill to obtain bids for two (2) storage room doors and a glass bathroom door. The motion was seconded by Al Jakelis.

7. OLD BUSINESS

- a. EM letter to Indian River Shores confirmed.
- b. Vital Records Files
 - Kevin Kelly and Steve Croft have set up and organized records folders in the Clubhouse Records File Cabinet, where all hard copies of reports and minutes will be stored for all owner to peruse.

8. NEW BUSINESS

- a. Clubhouse Doors Replacement motion was unanimously approved and carried.
- b. Clubhouse Awning Hurricane Procedure. See RESOLUTION 2020.12: CLUBHOUSE AWNINGS POLICY below.
- c. Clubhouse Non-slip Rugs Recommendation. See RESOLUTION 2020.13: CLUBHOUSE NON-SLIP RUGS below.
- d. BOD Policy/Procedures development. Board members are reviewing and modifying draft procedures and will present the results at a later date.

9. RESOLUTIONS

Resolution 2020.12: Clubhouse Awnings Policy

Resolved that the PBV Property Manager Elliott Merrill will not remove the clubhouse awning when hurricanes or storms are forecast. This resolution authorizes the president or a designated Board member to countermand this directive, only if determined warranted.

Resolution 2020.13: Chairman of the Flooring Committee Jim Higgin's request that the Board authorize the Committee to expend up to \$500 for non-slip runners in the bathroom hallways and clubhouse entrance to reduce the risk of falls was approved by the Board.