

PEBBLE BEACH VILLAS
BOARD OF DIRECTORS MEETING

MEETING DATE: Thursday, April 29, 2020

MEETING TIME: 10:00 a.m.

MEETING PLACE: Pebble Beach Villas Clubhouse

MINUTES

1. CALL TO ORDER: Board President Kevin Kelly called the meeting to order at 10:00 a.m.
2. APPROVAL OF APRIL 8, 2020 BOD MEETING MINUTES: Approved
3. AGENDA REVIEW/APPROVAL: Approved
4. PRESIDENT’S REPORT: President Kelly thanked Board Members, Committee Members, and Unit-owners for their hard work and time spent in furtherance of our PBV Goals.
5. TREASURER’S REPORT: Steve Croft

1. March Financials:

- March income was \$333 below budget—due to laundry expense and no income reported for the month.
- March spending was \$400 above budget: \$26,090 (actual) vs \$25,690 (budget). Variances include:
 - Positive variances:
 - \$876 for category of Building Operations
 - \$583 for Tree Trimming
 - Negative variances:
 - -\$402 for Office Supplies/Copies/Postage
 - -\$1,028 for Landscape Replacement & Mulch
 - -\$415 for Water & Sewer
 - -\$517 in the Contingency account due to a \$934 A bldg. roofing repair.
- Net Operating Income was just \$123 vs. a planned monthly NOI of \$856. Thus our planned equity fell by \$733.

2. Year to Date Positions

While not yet serious, we are still behind on our goal of finishing the year with a \$10,000 (\$856/month) gain in owner’s equity. At the end of our first quarter:

- Actual income was \$80,068 vs our budget of \$79,369.
- Expenses were \$83,362 vs. our budget of \$77,072.
- YTD net operating income (this raises/lowers owners equity) is -\$3,294, with a variance from budget of -\$5,861.

This situation is primarily the result of our decision to replant our north boundary. Money was added to this line item's in our 2020 budget, and we expect over the course of 2020 that this expense will come into line with the budget.

3. With the March accounting, Elliott Merrill has modified their accounting so that Reserves interest is no longer assigned to each Reserve Account. This interest is now reported in a separate line item along with each of the five Reserve accounts. Reserve funding is fully on track with the 2020 budget.

6. PROPERTY MANAGER REPORT:

7. OLD BUSINESS: Project Update

- a. Tree removal: Update. For safety, four large Norfolk Pines will be taken down this week. During the summer, Carrot Trees, an invasive species, will be taken down and 163 palm trees will be trimmed.
- b. Gutter cleaning/repair: Gutters have been cleaned will and repaired, and new clamps have been added at a cost of \$1,440.00 and should last for the next six years. Temporary repair of soffits will be done soon.
- c. Clubhouse carpet: The carpets will be installed at the end of August at a cost not exceeding \$7,000.00.
- d. Clubhouse doors: Will be replaced. The cost will be less than \$4,000.00
- e. Pool Cleaning/repair: Property Manager Mike Gallagher announced that the pool will be cleaned and repaired at a cost of about \$800.00. The pool will be closed for three days the third or fourth week in May.
- f. Tennis Court Resurfacing: Kevin Kelly announced that the tennis court will be resurfaced and painted. Mike Gallagher suggested that it would be a good idea to also fix the cracks.

8. NEW BUSINESS:

- a. Discussion on potential use of Zoom: Kevin Kelly noted that Florida Laws must be considered and that we will do some research before deciding whether Zoom would be an option for PBV Board meetings over the summer.

- b. A motion was made by Keven Kelly, seconded by Peter Probasco and unanimously approved by all present Board members, as follows: RESOLVED that the BOD establishes a procedure that authorizes Board Members to submit for reimbursement expenses incurred for supplies and materials benefitting PBV. The expense receipts shall be submitted to EM and forwarded to the Board Treasurer for concurrence. Additionally, as appropriate, owners who perform tasks for the benefit for PBV may also submit expenses for reimbursement as specified above for Board members.
- c. Washer/dryer costs: Steve Croft presented a history of PBV washers/dryers stating that PBV has spent \$1,000.00 per year on repairs with no PBV records of machine warranties. Action items:
 - (i) Spend washer/dryer income on repair and new machines, not on other items. This income should not be a money-maker.
 - (ii) Keep warranty records.
 - (iii) Think about getting rid of hot water heaters, a huge year-round expense. Unit-owner Jill Croft offered convincing advantages for washing in cold water: the high-powered pods developed for cold water washes and the benefits to clothing of cold-water washing.
 - (iv) Visually inspect of all machines.
 - (v) Prioritize a plan for replacing washer/dryer machines
 - (vi) Decide on new washing machine for F Building, where washer is broken now. Decide on vendors. Decide on price.
- d. Mike Gallagher provided an updated schedule for work projects.
- e. BOD procedure development: “It is a work in Progress,” said President Kevin Kelly. “Board members will be developing Board procedures over the next several months for review/approval in the Fall”.
- f. Vice-President Peter Probasco presented the advantages of installing Stainless Steel H3 Rafter and Hurricane Ties for rafters, trusses, and joists for the Board to consider as a remedial option to mitigate the roof situation until we can afford new roofs.

9. ADJOURNMENT: 12:00 P.M.

