



The Board of Directors at The Atrium Condominium Association, Inc. held a duly called Board Meeting on **Tuesday, March 19<sup>th</sup>, 2019.**

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**Roll Call:**

**Present:** Tom Mason, Robert Dawson, Antonio Traversa, Robert Button, Clyde Keck, Patricia Brosamer

**Present via tele-conference:** Chuck Gulgas, Joyce Murphy, Ann Degnan

*Quorum was established*

**Proper Notice: Posted on 03.15.19**

**The Meeting was Called to Order at 7:00 pm**

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**Meeting Minutes:**

**Motion:** *That the Meeting Minutes from the Board Meeting that was held on 03.04.19 be accepted as if read.*

**Entered by:**

Clyde Keck

**Seconded:**

Robert Button

*All in favor; Motion passed unanimously*

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**Presidents' Report:**

Board President, Tom Mason addressed the Board and the Membership present; by advising that Mr. Paul Bailey, whom has resided in Unit 606 for many years, has provided the Management Office with a executed Power of Attorney that provides him with the owners consent to appear at all meeting on their behalf, this is acceptable under Florida Statute 718. In furtherance, a special mention of gratitude was extended to Mr. Bailey in recognition of all his dedicated time and efforts with various projects throughout the community.

Tom Mason further addressed the Board and Membership present; by advising that the Association retained the services of JR Fraser & Associates, Inc. to perform the Reserve Study for the community. This will enable the association to determine the amount of funds required to be collected annually, to ensure adequate funding of all capitol improvements. Prior to the hiring of JA Fraser and during the creation of the 2019 Annual Budget, both Treasurer; Robert Button & Property Manager; Emilio Garcia put forth a Proposed Reserve Analysis for approval in the amount of **\$250,000.00**, this amount was subsequently approved during the Annual Budget Meeting and at the time, the Board represented that this included the **"Fully-Funding"** of the associations reserves.

Upon the receipt of the Reserve Study done by JR Fraser, it turns out that the proposed amount of funds to be collected annually is **\$252,362.00.00**, a mere difference of **\$2,362.00**. (*emphasis added*)

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### **Treasurer's Report:**

Board Treasurer, Robert Button addressed the Board and Membership present regarding the availability of the **2018 Audited Financial Report**, otherwise know as the **"Year's End Report"**, the availability of this report has been posted throughout the community bulletin boards and on the community Forum.

Robert Button further addressed on of the Board Member's questioning of Line Item #9 on the **2018 Audited Financial Report**, this item is regarding the Special Assessment Loan, Mr. Button emphasized that the **"Payment Options"** has **NOT** changed from the original form or as it was presented to the owners.

Further clarification was stated regarding Line Item #11 on the **2018 Audited Financial Report**, this item is regarding the **"wording"** being used to reference the availability of the Line of Credit. Tom Mason interjected and stated that the terms as written out in the Meeting Minutes, detail that the use of these funds shall be and that those Minutes remain unchanged.

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### **Committee Reports**

#### **Social Committee:**

Committee Chair; James "Jimmy" Ditello advised the Board and Membership present that there were currently over 50 attendees already signed up for this coming weekend's Bocce Tournament. Volunteers were needed for all aspects of the tournament. There was mention of the Annual "Going-Away" party to be held in early April. A notice advising everyone of the scheduled date and time will be posted for everyone to see and participate.

#### **Bicycle Committee:**

Committee Chair; Denise Quigley advised the Board and Membership present that there were notices posted throughout the community and on the Forum advising all owners of the updated bike registration going on, since there are currently over 80 bicycles inside of the Bike Room, which over half are not being used. The deadline to register your bicycle(s) is April 25<sup>th</sup>, 2019. Thereafter, all bicycles that have been unclaimed will be donated.

#### **Landscaping Committee:**

Committee Chair & Co-Chair; Meredith D'Andrea & Donna Mason advised the Board and Membership present that they've been in contact with several landscaping contractors and obtaining **"Bids"** for services that include landscaping, fertilization, and Pest Control, in an effort to consolidate services and as a cost savings measure. At this point they have met with two separate companies and are looking to formally meet with the third company. A summarized report will be furnished to the Board at the next scheduled meeting.

#### **Beach Committee:**

Committee Chair; Claire Graves advised the Board and Membership present that the "Beach Survey" has been created by the Committee and has been presented to the Members of the Board for their review and consideration. Various owners' discussions were had regarding the current company, Board President Tom



Mason made it clear, that the input the owners return on the Beach Survey will be very important to the Members of the Board, as they make the final decision on which company is selected.

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**Manager's Report:**

Property Manager, Emilio Garcia addressed the Board and Membership present;

**Front Lobby Area:**

Management has met with the representative from Atlantic Rodent Control, Inc. and has obtained a detailed proposal for the remaining work required, in order to determine any and all possible points of access into the building, by performing what is referred to as a ***“Smoke Test”*** of our Plumbing lines. This procedure will determine whether accessibility is coming through a cracked-broken cast -iron pipe that is not currently visible to the naked eye.

Any exterior openings throughout the front perimeter of the building will be inspected using a camera system, that will enable us to determine any further possible points of entry or thoroughfares they may using to gain access to our building.

Once we have been able to determine that all points of accessibility have been identified and addressed, Management will then schedule the installation of the AC Duct work depending on the Board decision on the material to be used and the contractor for said installation.

Management has provided the Member of the Board with a **Costs Analysis** regarding the replacement of the AC Ducts system that services the Front Lobby, Mailroom, Bathrooms, Management Office & Conference Room.

**Motion:** *That the Board of Directors approve the proposal submitted by contractor; CMI AC & Electrical for the installation of Sheet Metal AC Ducts in the amount reflected on the Cost Analysis provided by Management*

**Entered by:**

Clyde Keck

**Seconded:**

Antonio Traversa

***All in favor; Motion passed unanimously***

**Pool Area:**

The Gazebo & white Tarp have been pressure cleaned by Maintenance. It is Managements recommendation that the current Tarp be replaced, as it is beyond any further repairs.

**Miscellaneous Items:**

Late last week Management obtained the completed Reserve Analysis performed by JR Frazer.

Management is currently awaiting the finalization of the Wind Mitigation Report & Property Appraisals that were performed late last week.

A letter advising all owners regarding the availability of the Years-End Audited Financial Report will be sent out by Management.

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**Open Forum:**

Various topics were covered regarding upcoming events.

Golf Tournament was addressed by Paul Bailey, advised everyone to please sign up on the sheet located inside of the Mailroom, as time is running out.

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**Meeting Adjournment:**

**Motion:** Entered by Clyde Keck

**Seconded:** Antonio Traversa

**Meeting Adjournment / All in favor / Meeting Adjourned at 7:30 pm**