



The Board of Directors at The Atrium Condominium Association, Inc. held a duly called Special Board Meeting on **Tuesday, May 22<sup>nd</sup> 2018.**

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**Roll Call:**

**Present:** Joyce Murphy, Tom Mason, Antonio Traversa, Robert Dawson, Robert Button

**Present via tele-conference:** Chuck Gulgas, Clyde Keck, Richard Dragone

**Absent:** Claire Graves

*Quorum was established*

**Proper Notice: Posted on 05.18.18**

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

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**Minutes:**

**Motion:** That the Board accept the Meeting Minutes for the meeting held on May 18<sup>th</sup> 2018, as if read

**Motion entered by:** Tom Mason

**Seconded by:** Robert Button

*All in favor / Motion passed unanimously*

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**Presidents' Report:**

Board President, Joyce Murphy advised the Board and Members present, that the Fencing Contractor would be on-site tmrw. (May 23<sup>rd</sup> 2018) to finalize the "Punch-out" list and the requirements provided by the Town of PBS Bldg. Inspector. The Permit for the Bollard Lights had been issued today and said lights will be installed this week. Further mentioned was made that the Architect, Engineer and Town of PBS Bldg. Inspector have approved the Fitness Center Door installation. The Board is anticipating that the Clubhouse shall be finalized within the next two weeks, as the Mayor has been assisting with various matters and has agreed to pick up the cost of the Town Bldg. Inspectors time in order to be present during a preliminary walkthrough with all contractors involved in the Clubhouse, Pool and Pool Deck Restoration Projects.

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**Treasurers' Report:**

Board Treasurer, Robert Button advised the Board and Members present of the following balances currently in each of the Associations accounts:

**Operating Account:** \$108,936.34

**Reserve Account:** \$184,950.87

**Special Projects Funding:** \$319,700.00

Board Treasurer made mention of the Bank Loan Approval/Closing for the Loan Modification of \$700k, bringing the original loan amount of \$2.5 million up to \$3.2 million, emphasize was added to the remaining interest rate and terms of loan remained unchanged. As of late April, the Association has used \$2.4 million of the original loan amount.

Further mention was made of the additional Line of Credit Bank Approval/Closing in the amount of \$500k that shall be readily available for cases involving Insurance Deductibles, Significant/Catastrophic Emergencies, etc.

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**Approval of On-Site Temporary Generator:**

This matter was *“Tabled”* until a report from the Elevator Company was obtained regarding the recall system and its set up.

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**Approval of the Rear-Lobby Tele-Entry System:**

Property Manager, Emilio Garcia advised the Board and Membership present that the Rear-Lobby's Tele-Entry System required replacement and that a proposal from the currently used company was provided as follows:

Option 1. Replace the “Mother-Board” of the existing panel with a 1-year warranty would cost: \$2,160.00

Option 2. Replace the entire Tele-Entry Box with all new components with a 2-year warranty would cost: \$2,881.00.

**Motion:** That the Board approve the purchase and installation of Option 2, as presented

**Motion entered by:** Richard Dragone

**Seconded:** Chuck Gulgas

*All in favor / Motion passed unanimously*

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**Managers' Report:**

Property Manager, Emilio Garcia addressed the Board and Membership present that he has been instructed by Sea Breeze Community Management Services, Inc. to provide the Board Members with a Weekly Managers Report that details all aspects of Property Management, including the supervision over Maintenance and Janitorial requirements. There are many aspects that Management continues to oversee that are directly related to Project Management, despite the contract for those services and responsibilities ending on March 31<sup>st</sup> 2018.

As of Friday, May 18<sup>th</sup> 2018, there were a total of 41 items listed on the initial report that was generated during a "Walk-around" with Beverley Jamason, the President of Sea Breeze CMS, Joyce Murphy, Board President and Marion Hansen, Owner of Unit 419. The Property Manager has reviewed the initial list of the 41 items and has broken them down as such, out of the initial 41 items provided on 5.18.18, a total of 12 items were completed as of 5.23.18. Out of the remaining 29 items, 5 items are directly dependent on-Board direction and written approval, the remaining 24 items have been broken down further such as; 18 are directly related to Maintenance & Janitorial responsibilities, these matters will be addressed directly with the Maintenance Personnel.

The Property Manager will address the remaining 6 matters with the Member of the Board, as they are directly related to Project Management responsibilities. Management will be implementing a monthly meeting with said staff in order to keep up with the demands of the community in general. A continuing detailed analysis of this weekly report will be made available to each of the Board Members at the end of the week.

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**Meeting Adjournment:**

**Motion:** Entered by Antonio Traversa

**Seconded:** Robert Dawson

Meeting Adjournment / All in favor / Meeting Adjourned at 8:45 pm