

**ROOKERY BAY MAINTENANCE, INC.
BOARD OF DIRECTORS MEETING
FRIDAY, NOVEMBER 13, 2020
10 AM – VIA ZOOM**

MINUTES

CALL TO ORDER: The meeting was called to order at 10:11am.

PROOF OF NOTICE: Notice was provided in accordance with FL ST 718 and the association's documents.

ESTABLISH A QUORUM: A quorum was present with John Heckard, Patricia Avery, Chris Dutton, James Gaspari and Joseph Mulrooney present.

APPROVE MINUTES FROM PREVIOUS MEETING (November 8, 2019 and May 1, 2020) MOTION made by Chris, seconded by Pat to approve both meeting minutes as presented. MOTION passed unanimously.

OFFICER'S REPORTS

• **President's Report**

- Thanks to owners for cleaning containers before disposing of them to limit pests.
- Rodent bait traps will continue. No issues as of now.
- Resealing the roads to be considered in 2021. The approximate cost is \$2,000. This should be done every 5 years to extend the life.
- Some units have water intrusion from tropical storm to be addressed.
- The fitness center remains closed.
- The clubhouse is unavailable for private party events.
- The courts are open, with restrictions.
- The pool is open, with restrictions.
- Mangrove trimming is underway.

• **Treasurer's Report**

- An appraisal is completed every 3 years. Based on the appraised value, the insurance coverage increases.
- The October 31, 2020 financial statements were reviewed aloud.
- Carryover annually to the operating, unless over \$5,000. Amounts over \$5,000 are rolled into the Reserve account.
- Resurfacing the pool will be needed soon. This is instructed by the FL Dept of Health. This would be a split expense.
- Exterior Painting is coming up. Ideally this is done every 10 years. Sherwin Williams may be contacted soon to evaluate.
- The black pipe replacement was complete previously with no special assessment to owners.

COMMITTEE REPORTS

- **Landscape Committee**
 - There are some areas of concern. Transplanting of plants is helping. Weeding continues to be addressed. Thank you to the volunteers!
- **Maintenance Committee**
 - Garage roof at building N was repaired.
 - Stringers at building M were repaired.
 - Replaced the AC doors on the roofs of building O and building N & M will be done next.
- **Pool Committee**
 - Water leak to be repaired.
 - Pool Skimmer to be replaced.
- **Social Committee**
 - Encourage social distancing in a safe manner. As a committee, no events planned to the virus.
 - Diane Barcus thanked the members for the \$200 gift cards.
- **Manager's Report**
 - Monitoring and contacting the owner(s) listed as past due.
 - Setting up the 2020 financial statements / drafting the 2021 budget.
 - Will join the committee to review the reserves and capital projects and provide an evaluation.
 - Work with John to assist on obtaining maintenance quotes.
 - Stay connected! nicole@sunstatemanagement.com / 941-870-4920x204

UNFINISHED BUSINESS: None.

NEW BUSINESS

- **Approval of the 2021 Annual Operating Budget: MOTION** made by Jim seconded by Chris to approve the budget as presented with the correction to include the \$1,000 per unit, planned special assessment for 2021, with the quarterly dues at \$1,950. MOTION passed unanimously. The \$1,000 special assessment is due annually by September 30, 2021.
- **Board resignation and appointment:**
- Joseph Mulrooney resigned from the Board of Directors effective today. Joseph has served for the last 25 years. The owners thank him for all he hard work.
- The Board called for nominations from the floor, Jim Elder was nominated. **MOTION** made by Jim, seconded by Chris to appoint Jim Elder to the Board of Directors. MOTION passed unanimously.

OWNER'S COMMENTS

- The special assessment for roof reserves was to be \$1,000 per year for five years (2020, 2021, 2022, 2023, and 2024).
- The electrical panel boxes were discussed. The circuit breaker boxes are in each unit.

- Mike Curran and Mike and Sue Scott volunteered for the Financial Planning Committee.
- The pool bottom surface is in poor condition. Quotes will be obtained.

NEXT MEETING DATE / ADJOURNMENT: Next meeting date ANNUAL MEMBERSHIP MEETING Friday, March 12, 2021. With no further business to discuss, the meeting adjourned at 11:31am.