

ROOKERY BAY MAINTENANCE, INC.

BOARD OF DIRECTORS MEETING MINUTES

DATE: Friday, April 15, 2022
TIME: 11:30am
LOCATION: PBC Clubhouse and ZOOM

Call the Meeting to Order: The meeting was called to order at 11:32am.

Establish a Quorum: A quorum was established with the following board members present; Linda Gaspari, Chris Dutton, and Harvey Federman. Melody Kolb joined via ZOOM at 11:35am.

Approve Previous Meeting Minutes: MOTION made by Harvey, seconded by Linda to approve the March 3rd, 2022, meeting minutes as presented. MOTION passed unanimously.

Homeowner Comments:

- Ann commented on the proposed tree removal near building O. Ann is opposed to its removal. Perhaps this tree could be trimmed. This could be reviewed by the landscaping committee. The board is not aware of any plans for this tree's removal. John Heckard will contact Terry's Tree Service to evaluate and trim the tree (canopy and roots).
- Dave (1343) commented on the repairs that are needed on the back deck. Sunstate will follow up with A to Z Handyman Services next week. Repairs and repainting are needed. Richard's Workshop did repairs approximately 2 years ago. Last year Sundance evaluated the rear decks / stairs.
- June commented on the railings not looking good.

New Business:

Elect successor to Chuck Mann to serve his unexpired term. (John Heckard has indicated he's willing to serve.): **MOTION** made by Chris, seconded by Harvey to accept Chuck Mann's resignation, as he has sold his condo and appoint John Heckard to the Board of Directors as his replacement. MOTION passed unanimously. Jim and Linda Gaspari announced they are selling their unit. Jim Elder agreed to serve on the board once their condo has sold.

Assign substantive areas of responsibility among board members:

Melody – Financials

Chris – Day to Day Operations / Direct contact with Sunstate

John Heckard – Landscaping

Harvey – Operations and Maintenance

John Avery and Micky Heckard – Pools

David Lee was suggested to serve on the Maintenance Committee. Chris will reach out to David.

The application process for renting units and for approving new buyers was discussed. Chris and Nicole will discuss these concerns with the association's attorney. The board agrees.

Rental Restrictions: The board suggested a survey to gauge interest be sent to owners.
Garage Usage was discussed.

Review and confirm confidentiality requirements for sensitive information that comes to the board's attention.

Review status of roofing project: Melody confirmed that the lead time is approximately August.
Tear off to begin in July. More information mid-May.

Board meeting schedule: The Board agrees to meet every other month. Chris will work with Nicole on a schedule to be posted.

Adjournment: With no further business to discuss, the meeting adjourned at 12:30pm.

Submitted by:
Nicole Banks, LCAM
Sunstate Management
On behalf of your Board of Directors