

# ROOKERY BAY MAINTENANCE, INC.

## BOARD OF DIRECTORS MEETING MINUTES

**DATE:** Thursday, September 15, 2022

**TIME:** 4:30pm

**LOCATION:** ZOOM

- **Call the Meeting to Order:** The meeting was called to order at 4:30pm.
- Establish a Quorum: A quorum was established with the following Board Members present; Melody Kolb, Chris Dutton, Harvey Federman, Jim Elder, and John Heckard.
- **Approve Previous Meeting Minutes June 30, 2022, MOTION** made by Chris, seconded by Melody to approve as presented.
- **Treasurer's Report:** July 31, 2022, financial statements: Pest Control contract increase notice was received. This included a 10% increase. (This is higher than the 5% average we are seeing). Sunstate sent the Board a competitive quote from Pest Armor, which was less than Turner. **The Board unanimously approved to terminate Turner Pest Control Contract and approve Pest Armor Pest Control Contract.** Sunstate will process the appropriate notifications and changes. The Board will work with Sunstate to confirm 2023 contract amounts. Melody is working with Spectrum to negotiate the bulk rate contract.
- **Unfinished Business:**
  - Roof status: Roof project is underway. Gutters are in good shape. May need to seal seams. Trim tile change order approved and submitted. This is to be consistent with all other buildings on Edgewater. John is on site to monitor the project and provide updates.
- New Business:
  - Special Assessment payment status (Action needed for past due): Following collections process. Second payment was due 9/1. There are 3 outstanding.
  - Budget 2023 process (Confirm vendor increases, planned projects): See Treasurer's report.
  - Timing for pavement reseal: After roof project is complete. Possibly late October.
  - Process for obtaining painting bid: This is the next project. Planned for Spring 2023 after season.
  - Vendor increases (New bids for cable & pest control)
  - Master Board Updates: Kayak annual rental amount will remain at \$80, 2023 budget planning is underway, Virtual Guard for 3<sup>rd</sup> shift to begin 11/1, three additional speed bumps are planned to be installed on the Blvd., Mangrove trimming is complete, REMINDER: Renters' paperwork must be submitted and approved. Renters may not be entered as visitors.
  - Landscaping: The Master Board has assisted in a contract template for Perico Bay. The revised contract is effective 1/1/23. Charlie remains the account manager. At this time, RB intends to keep Brightview. The service will continue to be monitored.
- Next Meeting Date: TBD
- Adjournment: With no further business to discuss, the meeting adjourned at 5:10pm.

Submitted by:

Nicole Banks for the Board of Directors