

ROOKERY BAY MAINTENANCE, INC.

BOARD OF DIRECTORS MEETING MINUTES

DATE: May 2, 2023
TIME: 2:00 pm
LOCATION: PBC Clubhouse and ZOOM

1. Call the Meeting to Order: The meeting was called to order at 2:05pm.
2. Establish a Quorum: A quorum was established with the following board present; Melody Kolb, Chris Dutton, Jim Elder, and Bruce Schoenberg.
3. Approve Previous Meeting Minutes: **MOTION** made by Bruce, seconded by Jim to approve the March 7, and March 27, 2023, Board meeting minutes as presented. MOTION passed unanimously.
4. President's Report:
 - Chris thanked volunteers.
 - Jim Elder continues to work with Brightview team and account manager Charlie Ramirez. Nicole will check bi-weekly over the summer.
5. Treasurer's Report
 - Update on Banking and CDs: \$37k moved from two banks into one bank. These funds will be reviewed and likely re-invested after the expenses of the roof and painting are confirmed. CD interest rates are approximately 5%.
 - Melody reported from the March 31, 2023, financial statements.
6. New Business:
 - a.) Review and vote on painting contract. Sunstate will send an email communication to owners requesting they confirm whether or not to paint their door. The responses will be tracked and provided to the Board and painter.
 - b.) **Review and approval of a special assessment** to the membership for the exterior painting project. The total cost will be approximately \$63,000. If approved, each member would be assessed \$2,000 with a balance to be paid from existing reserves. The special assessment would be collected in one payment, due by May 31, 2023. *Please note: If your unit is pending sale, the \$2,000 must be paid in full prior to closing.*

MOTION made by Bruce, seconded by Melody to approve the contract with Red Door Painting as proposed. MOTION passed unanimously.

MOTION made by Jim, seconded by Bruce to approve the special assessment in the amount of \$2,000 per unit, due in full, no later than May 31st, 2023. If a unit is pending sale, the special

assessment is due prior to the closing or by May 31st, 2023, whichever happens sooner. MOTION passed unanimously.

c.) Platform post replacement was discussed. The association received a quote for \$250 per post replacement. There are 14 posts.

d.) Garage Doors (Springs): The Board discussed this issue. Previously two have been reimbursed to the owner by the association. Preventative maintenance was suggested. Sunstate will send a draft policy for Board review.

e.) Keys: The association keys on file are for emergency or association business only.

f.) Reminder: Bring in all items from front and back porches. This includes door mats, planters, etc. Also, please turn off the water.

7. Adjournment: With no further business to discuss, the meeting adjourned at 2:45pm.

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