

# JETTY VILLAS ASSOCIATION, INC.

*A Corporation Not-For-Profit*

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, May 25, 2023

A Regular Meeting of the Board of Directors was scheduled to be held at 9:00 am, at the office of Sunstate Management Group at 228 Ponce de Leon, Venice, FL 34285 and via Zoom Meeting.

**Call to Order:** President Arrighi called the meeting to order at 9:03 am

**Present/Quorum Established:** Robert Arrighi, President; Liz Comrack, Vice President and Johanna Elliott, Secretary, John Cray, Treasurer and Dawn Gillespie, Director in person or via zoom. Lauren Wilson represented Sunstate Management. 6 members attended via Zoom and 4 members in person.

**Minutes of Board Meeting Organizational Meeting April 27<sup>th</sup> 2023:** A **MOTION** was made by Josie to approve the minutes as presented, Dawn seconded the motion. **MOTION PASSES** unanimously.

**Reliance Maintenance Report:** Lauren gave the report regarding all outstanding issues at Jetty Villas. Lauren has been working with Chris to complete the punch list. Right now, the only 2 outstanding issues on the list are the lighting in the laundry room and the door that needs painted at the one unit. There also was a recent work order that went in on the garden hose at unit 27 and 35.

**Review Financial Report:** John gave an extensive report from the Current Financials as attached to this corporate record. John addressed coding questions from the board and pointed out that residents received a \$166 invoice from the accounting department that he is following up on to see if this was an error or why that invoice was received. A **MOTION** was made by Dawn, seconded by Bob to approve the financial report as presented. All in favor. **MOTION PASSES** unanimously.

### Committee Reports/New Business Unfinished Business:

#### Building and Grounds:

**FENCE GATE LOCKS:** Dawn gave a detailed presentation on the locks that were recommended for the 3 gates that will access the pool. It is recommended that gates be a code lock to keep nonresidents from accessing the community. The locks are designed to withstand the elements of the coastal location. Each lock is roughly \$600 and there are a total of 3 locks. Lauren has discussed with the handyman, and he is able to install the locks on the new fence and gates going in. Estimate for install is \$500. Liz made a **MOTION** to approve the \$2300 expenditure to come out of reserves, seconded by Josie. All in favor. **MOTION PASSES** unanimously.

**MASONARY REPAIRS:** Liz gave a presentation explaining the Masonry changes that are recommended to address the gap at the fence by the shower and to address the water pooling that

happens at the location. There is also an area on the property that is a trip hazard on the community. The quote presented to the board covers addressing the trip hazard area. **MOTION** was made by Liz and seconded by Josie to approve the \$2500 quote to address the 2 areas of Masonry work to address safety concerns. The expenditure will come out of repairs and maintenance in the operating budget. All in Favor. **MOTION PASSES** unanimously.

**LIGHTING:** Liz gave a presentation on the lighting proposals that were presented to the board to address Greenbelt and the interior lighting of the complex that are in disrepair and not working. The proposals total Roughly \$39,000. There was extensive discussion on how to fund the project. A recommendation was made by the treasurer to take the funds out of the building and grounds reserve budget. Lauren gave information on how Jetty Villas could pursue a grant through the county to help with the project. Liz made a **MOTION** to accept the proposal presented to address the lighting of projects as presented and to fund the project out of the reserve fund. The motion was seconded by Josie. All in favor. **MOTION PASSES** unanimously.

**Landscape Committee:** No Report

**Safety & Security Committee:** Dawn and Cathy gave a detailed report on the progress the committee has made on signs. Signs have been discussed by the committee. They are addressing sign locations and other details and will submit the signs once completed to the board for final approval. Parking concerns were discussed as to how signage will post to address the parking concerns and how the community will work with a towing company to enforce parking.

**Beach access for holidays.** Bob gave information to address safety concerns regarding people using the beach at Jetty Villas during holidays. The police block off the beach at the end of the Jetty for the fireworks. For a fee to the association patrol officers can address monitoring the private property for people utilizing the beach by Jetty Villas.

**JETTY VILLAS WALL:** A quote was submitted to the board to address the trespassers who are standing on the wall between Bahia Vista and Jetty Villas. Contractors from Bahia Vista are straddling the wall and dumpster, and this is a huge liability concern for Jetty Villas. Best fence submitted a quote for a 4ft fence that would attach to the Bahia Vista property to prevent people from climbing the wall. Bob has reached out to get approval from Bahia Vista to attach the fence to their wall. Liz made a MOTION to approve the fence quote as presented for \$3480. Best said they can honor this price if they do it when they install the pool fence. Liz made a MOTION to approve the fence quote as presented for \$3480. Seconded by Josie. MOTION passes 4 in favor 1 opposed.

**Welcome Committee report:** Dawn reported that the committee is still working on the Directory updates and is close to being able to publish a new directory.

**Pelican Brief:** Nothing to report. The Pelican brief goes out on the 15th of each month, please submit items that could be published. We try to keep this information to a single page and need to understand if everyone wants to keep this going.

**Landscaping:** Bob led a discussion on the proposal submitted by LMP to cover the association Landscape Maintenance, Irrigation, and Fertilization. Irrigation repairs were made by LMP so now all zones are working. Sod proposals were submitted by LMP to address sod replacement once the trees are installed. The LMP Proposals were half of what Vargus submitted. A **MOTION** was made by Bob to approve the Maintenance contract with LMP to include Fertilization, Pest control, and lawn maintenance contract presented from LMP, seconded by Liz. All in favor. **MOTION PASSES** unanimously.

**Manager Report** – Lauren reported on multiple items that were addressed through the month including processing rental application, meeting vendors, getting quotes that were presented during the meeting. Lauren gave an update on work orders that were pending. The handyman has been contacted and will be installing the door on unit #21 by the pool. This door will be billed back to the resident.

**President's Report:** Bob gave a report that the pool lawsuit is closed, and settlement was reached. There will not be any financial repercussions to Jetty Villas based on the settlement agreement. The issuance paid the settlement agreement.

**Homeowner comments:**

An owner had a question regarding the guest use policy.

**Manager Action Items for follow-up:**

Work with John to follow up with Accounting on \$116 invoice to residents and explain why they received it.

Work with Liz on Grant Submission to the county for lighting project

Order new Insurance Appraisal that is required for insurance renewal (appraisal recommended every 2 years)

Island electric come out and look at issue with Post lamps outside the complex. Unit 24 is completely dark at night.

Schedule Mason to do approved repairs.

Cancel Contract with Vargus and Garden Masters.

Request new contract for bait boxes and interior pest control for the units.

**Adjournment: 11:50 am**

**NEXT MEETING DATE: August 24<sup>th</sup> 9:00am.**

**Respectfully submitted by:**

**Sunstate Management Group**

**For the Board of Directors of Jetty Villas**