

WATERLEFE MASTER PROPERTY OWNERS ASSOCIATION, INC.
995 Fish Hook Cove
Bradenton, FL 34212

BOARD OF DIRECTORS MEETING
Wednesday, May 25, 2016, 3:00 p.m.
Held at the River Club

MINUTES

1. OPENING

a. Call to Order, Roll Call, Establish Quorum

President Bob Griswold called the meeting to order at 3:00 p.m. Board members present were Tom Werner, Dik Hall, Chuck Gregory and Franklyn Dickson. A quorum was present.

b. Proof of Notice of Meeting - The meeting was posted and duly noticed.

2. APPROVAL OF OUTSTANDING MINUTES

Franklyn moved, seconded by Tom, to approve the minutes from the April 27, 2016 meeting. **The motion passed unanimously 5-0.**

3. MOTIONS FOR APPROVAL

a. Chuck began by stating that he had three motions, all involving the write-off of bad debt related to foreclosures, one involving a home and two involving condos. His motions were as follows:

"Be it moved that the Waterlefe's Treasurer be directed to make the proper accounting entries in the Waterlefe Accounts Receivable to record as bad debt the amount of \$6,374.50 which is non-collectible due to the MPOA ownership change settlement for property identified as Unit I.D. 1061120."

"Be it moved that the Waterlefe's Treasurer be directed to make the proper accounting entries in the Waterlefe Accounts Receivable to record as bad debt the amount of \$1,802.63 which is non-collectible due to the MPOA ownership change settlement for property identified as Unit I.D. 9448101."

"Be it moved that the Waterlefe's Treasurer be directed to make the proper accounting entries in the Waterlefe Accounts Receivable to record as bad debt the amount of \$4,645.83 which is non-collectible due to the MPOA ownership change settlement for property identified as Unit I.D. 946811."

The motions as a group were seconded by Franklyn and **passed unanimously 5-0.**

b. Bob moved that the Board approve \$2975 to pay All Florida Mechanical for repairing the AAON System that controls humidity in our fitness areas. Costs include a new condenser motor, new valve and labor. This effort was undertaken to prevent mold buildup. It will be charged to operating expenses. The motion was seconded by Dik and **passed unanimously 5-0.**

c. Bob moved that the Board approve \$7822 to pay FHS for repairing our two boat lift mechanisms. Costs include new slings for both lifts, new wire rope for the north lift and labor.

This effort was undertaken because it was considered a potential safety issue. It will be charged to operating expenses. The motion was seconded by Dik and it **passed unanimously 5-0**.

d. Bob moved that the Board approve \$11,250 for Adams Painting of Southwest Florida, Inc. to restore, waterproof and paint the outside of the River Club and the Tiki Bar. Paint colors are those approved by the Board at the 4-27-16 MPOA meeting. Overholt will paint the outside of the new kitchen at no cost since it is part of our construction contract. He suggested that \$1000 be allocated to operating expenses for painting outside of the member's room and \$10,250 to reserves for the remainder of the River Club. The motion was seconded by Franklyn and **passed unanimously 5-0**.

e. Bob stated that Policy Statement 15 on MPOA Dues and Assessments Collection be updated to reflect our current operating practices. He moved that the present Paragraph C which reads: "Any amounts due on any MPOA Statement which are not paid within 30 days of the due date shall be deemed in default and an additional charge of ten percent (10%) of the unpaid amount or ten dollars (\$10), whichever is greater, shall be added to the amount due." be replaced with a Proposed Paragraph C which reads: "Any amounts due on any MPOA Statement which are not paid within 30 days of the due date shall be deemed in default and an additional charge of twenty-five dollars (\$25) shall be added to the amount due." All other wording in paragraphs A to K remain in effect in their entirety. This policy revision supersedes all policies that may have been approved by the Board on this topic prior to the date this policy is approved.

The MPOA Treasurer is directed to revise Policy Statement 15 and to place the revised policy on the MPOA website.

The motion was seconded by Chuck and **passed unanimously 5-0**.

f. Bob moved that the MPOA approve the offering of social memberships at the River Club to non-residents who join the golf course as Passport members and further moved that the policy be subject to annual review. This motion was designed to offer non-residents an opportunity to experience why they may want to become Waterlefe homeowners. The motion was seconded by Franklyn.

A policy with three different memberships was presented: 1. summer memberships; 2. annual passport membership and 3. expanded annual passport membership. The cost of each will be prepaid quarterly. Steve Dietz, Director of Golf is in favor of this policy. **The motion passed unanimously 5-0**.

g. Bob moved that the Board pay Cole Construction \$940 for the concrete walk which Cole installed, connecting the parking lot to the main road. The existing gravel walk was uneven and was a safety concern. The motion was seconded by Dik and **passed unanimously 5-0**.

h. Bob moved that the Board pay Cole Construction \$2174 for a double opening stainless steel door for the kitchen expansion. The invoice date was 2-25-16. The motion was seconded by Franklyn and **passed unanimously 5-0**.

4. MPOA FINANCIAL DATA

Chuck began by stating that the financial picture for the MPOA and the River Club looks very good. Revenues are up by 5%. The River Club's revenues are up by 11% and cost of good sold is down 6.4%. There is a good revenue stream to carry the MPOA through the summer months.

Revenues for April were over budget by \$32,627. Year to date income is over budget \$90,790. Cost of sales is over budget \$3,903 for April and year to date \$9,183. April payroll was under budget by \$518 and year to date \$18,822. For April we were over budget on expenses by \$95,178, and that is because the new kitchen construction cost and loan are not in the budget.

Year to date we are over budget by \$147,677. When you take out the construction cost which will be paid by a loan, we are under budget.

Chuck then went over the Aged Owner Balances as of April 30 and stated that the total receivables are \$193,094. Most of that number is made up of long-term delinquents, and action is being taken for collection.

Most expenses are below budget. A few which are \$1,000 over budget include mailboxes, which is an ongoing project; repair and maintenance of the River Club building; uniforms for the staff; legal and bank fees for foreclosures; costs of an appeal attorney in case he is needed if the Shores case gets appealed; Supplement 20 obligation to the Shores for cleaning the bridge; and the construction loan of \$153,748.

As far as cash flow, Chuck stated that our operating account has an ending balance of \$523,606.82, reserve accounts are \$357,145.74 for a total of \$880,752.56.

Tom stated that 4 units in Waterlefe are in foreclosure. The MPOA has gotten the deed on one property and it is being readied for a tenant. The other 3 are in the foreclosure process.

5. RIVER CLUB MANAGEMENT AND FINANCE REPORT

Jen Milne stated that April was very good. Expenses are down, and the River Club did 475 covers.

Bob stated that the new kitchen is coming along. He was excited that the hood designer can use our existing hood and just extend it, which will save a lot of money. The anticipated time of shutdown is mid August and will be down for about a month, ready to be fully open when seasonal people return. There is a new grill at the Tiki Bar also.

Jen proposed a new smoking policy: "For the benefit of all River Club patrons, smoking or vaping (e-cigarettes) is not permitted inside the River Club building, within the screen-enclosed veranda, at the Tiki Bar, or on the pool deck. All smoking and vaping is restricted to the designated smoking area." Proposed designated smoking areas are the parking lot island and the east end of the Pointe, by the pool pergola stairs. Bob moved to adopt this proposal and Chuck seconded, and **the motion passed unanimously 5-0.**

Jen described a River Club dress code policy which she would like formalized. Day-to-day usage of the Club requires country club casual, which is casual dress, no bathing suits, cutoffs, tank tops. Some special events will require a special event dress code which will be collared shirts and slacks (golf shirts acceptable) for men and dresses or slacks and blouse for women. This category allows no shorts, t-shirts or jeans. Special event dress codes will be posted online and in the advertising for the event. Bob moved to adopt this policy, which seconded by Franklyn, and **passed unanimously 5-0.**

Jen stated that there have been inquiries about cell phone usage in various areas of the Club. The only written policy in this regard is for the fitness center. There was a brief discussion and it was determined that she will prepare a proposal regarding cell phone use for next month's meeting.

6. PROPERTY MANAGEMENT REPORT

Rita Cohen stated that the mailbox replacement project continues, and the lanterns on the mailbox poles are starting to deteriorate also. The pergola and steps were stained in April. Shell installation was completed at the west pool wall. Various repairs and maintenance were performed as usual. The subcommittee for landscape and hardscape upgrades continues to meet and work toward developing a plan that will be presented to the Board for review.

A town hall meeting is being planned for October for villa homeowners. A better definition of "maintenance free" needs to be presented and explained at that time.

Jeff Dieter reported that the pool deck has been pressure washed, and the pool deck furniture is being maintained regularly. A subcommittee within property management is looking at the pool, and everything is getting better.

Jeff reported on the foreclosed home that the MPOA will be renting soon and stated that the existing AC system has been repaired and is working. The pool pump was broken and a replacement has been installed. They are keeping costs down, and the home will be ready for a tenant in a few weeks. The Board has previously indicated that it would approve up to \$6,000 expenses on this property as these costs can be recovered by the rent. Jeff will present a list of the repairs and costs for next month's meeting.

7. UPDATES - COMMITTEE CHAIRS

a. Property Management. Bill Shopovick stated he has been working on erosion around the boat lift area.

As far as the kitchen addition, the roof is complete. The stucco will be done soon, and after it cures trim and gutters will be installed. Plumbing inspection is being performed today, and the new refrigerator and cooler-freezer will be wired tomorrow. Shelving will be installed next week. Certificate of Occupancy is not required for each part because we have one for the building. There was a brief discussion of what will be allocated to reserves, and Ben stated that all but \$23,326 will come from reserves.

b. Design Review Board. Michaela Valletta stated that her committee met May 10. The new guidelines for bird houses need to be added to the Guidelines for Residential Change, and residents will be informed by whatever method Keith Wenzel of the communications committee selects. The neighborhood roof cleaning is going great, and Michaela thanked Property Management for their excellent work on this project. Her committee is working on an updated landscape plant list, and she has decided she would prefer a list of invasive plants that are to be avoided. A new paint book is available at Property Management. She has ordered 2 more, one to be kept at Sherwin Williams to assist residents in picking color schemes. She announced that Don Hughes has joined her committee.

c. Activities. No report.

d. Amenities. No report.

e. Finance. Bob Davis stated that he will be preparing a balance sheet and a couple of other new reports next month and if the Board has anything they would particularly like a report on, please let him know.

f. IT. No report.

g. Communications. Franklyn reported that N2 should be in the mail in 2 weeks.

8. UPDATES - MPOA BOARD MEMBERS

a. The Shores. Franklyn reported that there is no settlement yet on the attorney fee issue with the 5 remaining defendants. There will be a hearing on June 7 if no settlement is reached. One defendant has declared bankruptcy which is a complicating factor. Tom stated that the Shores residents like Supplement 20 and he is still hopeful that the MPOA will reach agreement with the remaining defendants, all of whom, except for the one declaring bankruptcy, have paid the back assessments, late fees and interest.

b. Golf Committee. No report.

c. CDD. Bob stated there was a CDD budget meeting on May 9, at which there was discussion of the golf course bonds. \$50,000 will be put in the CDD budget to be paid to the MPOA for Property Management's work for the CDD.

He also attended the regular monthly meeting on May 16 where various topics were discussed: painting the guardhouse, ending the use of gate clickers that are still out in the community, redecorating the Grille Room, working on sand traps on the golf course and algae in the ponds.

Ken Bumgarner, president of the CDD, stated that 95-96% of the bond holders are in place and the CDD is moving forward with reaching a settlement with them.

9. UPDATES - TASK TEAMS

a. CATV. Franklyn stated that someone needs to contact Jack Ritchie because Charter has bought BrightHouse. We don't expect any problems but Jack should be on it.

b. Artists Guild. Dik stated that Roxanne Skinner has resigned, and Patsy Hall will take over as president. They will deal with the River Club as necessary.

10. OLD BUSINESS. None

11. NEW BUSINESS. None.

12. HOMEOWNER COMMENTS. None.

13. DIRECTOR COMMENTS. None.

14. ADJOURNMENT. Dik moved, seconded by Chuck, to adjourn the meeting. **The motion passed unanimously 5-0**, and the meeting was adjourned at 4:30 p.m. The next meeting will be June 22, 2016 at 3:00 p.m.

Respectfully submitted,

Judy Werner