

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

BOARD OF DIRECTORS MEETING
Wednesday, October 26, 2016, 2:00 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 2:00 p.m. Board members present were Chuck Gregory, Tom Werner, Dik Hall 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

Tom moved, seconded by Dik, to approve the minutes from a closed legal meeting on September 28, 2016. **The motion passed unanimously 5-0.** Tom moved, seconded by Chuck, to approve the minutes from the monthly MPOA Board meeting from September 28, 2016. **The motion passed unanimously 5-0.**

Bob started off the meeting by stating that in June the Board approved \$65,000 from reserves and \$20,000 as an expense for upgrading the kitchen which is completed and in use. The first dinner will be served on October 12.

3. MOTIONS FOR APPROVAL

a. Bob stated that Colonial Roofing, while repairing two known roof leaks on 10/3/16, found a third leak and fixed it with our approval. A motion has already been approved for payment for repairs the first two leaks. For the new leak, he moved that the MPOA Board approve \$868 for Colonial Roofing to replace a four-foot "Off Ridge Vent" including removal and replacement of surrounding tiles. This will come from reserves. The motion was seconded by Dik and **the motion passed unanimously 5-0.**

b. Bob stated that the River Club kitchen can now support service to an increased number of members. He moved that the Board approve a not-to-exceed price of \$5,000 to purchase needed kitchen and service equipment from Ed Don to support this increased pace of service. Individual invoices will be audited by finance before payment. The motion was seconded by Tom and **passed unanimously 5-0.**

c. Construction of the new kitchen addition leaves a wall and drop off outside our new lower level storage area. To avoid a child accidentally stepping off the top, Bob moved that the Board approve a new 24-inch fence to be installed by Top Of The Fence for a total of \$1,046.42 from expense. This effort has been combined with a non-MPOA task to achieve a better price.

It was seconded by Dik. This fence will match our other fences. **The motion passed unanimously 5-0.**

d. Bob moved that the Board approve \$35,940.79 payment to Beltram Edge Tool Supply for kitchen equipment. Reserve total is \$28,889.19 for rebuilding the exhaust fan and replacing the storage shelves. The remaining \$7,051.60 is expense for funding new items. The motion was seconded by Tom. **The motion passed unanimously 5-0.**

e. Bob moved that the board approve a final not-to-exceed payment of \$13,500 to Overholt for kitchen construction. The motion was seconded by Dik. This is the last large payment, and Bill Shopovick negotiated the number. **The motion passed unanimously 5-0.**

f. Dik moved that the MPOA Board approve necessary repairs of the fitness equipment payable to Fitness Service of Florida in an amount not to exceed \$2,900 as stated in invoice #64172, which includes walking and dive belts for the treadmill, bearings for the Smith machine and a pivot arm assembly for the arm curl machines, plus additional minor charges for repairs as indicated in the invoice. The motion was seconded by Bob and **passed unanimously 5-0.**

4. MPOA FINANCIAL UPDATE

Chuck stated that the River Club food service was shut down for the month of September so revenues are down of course. MPOA revenues were over budget for the month by 1.52%, but River Club revenues were under budget 71.3%. Total revenue was down 9.61%. Year to date numbers are still good with total revenues being 4.51% over budget. Cost of goods sold and payroll expenses were consequently down as well for the month, but the year to date number is over budget 5.56%.

Aged owner balances were \$70,265 as of September 16, which is the best report ever. Chuck went over the budget categories that are over budget \$1,000 with explanation.

Our operating accounts have an ending balance in September of \$174,014.92, which is okay. Our reserve accounts have an ending balance of \$372,347.21. Total operating and reserves is \$546,362.13. The payments on our construction loans are up to date.

We had a satisfactory audit report for the year of 2015. We have been hitting the reserve funds hard this year and will have to build that amount back up as we move forward.

5. RIVER CLUB MANAGEMENT AND FINANCE REPORT

Jen reiterated that food service was closed for the month of September, reopening on October 12, and she highlighted the covers for the first week we were up and compared it to 2015. The River Club did 521 covers that first week after reopening compared to 394 covers the same week in 2015. She announced that the River Club will begin food service on Tuesday nights and call it Burger Night, and there will be card games planned in the members' room for Tuesdays.

She discussed the menu including the changing chef's monthly features and added that there are many new faces serving.

The River Club continues to have a very good receivables report, only \$1,930.10 outstanding past 60 plus days. The total receivables as of 9-30-16 were \$9,622.22, which is very good, and kudos to Bert for her hard work in this regard.

6. PROPERTY MANAGEMENT REPORT

Rita stated there were 11 mailbox repairs in the month of September. Mailbox replacement is continuing, and she will need two more big orders of mailboxes.

There were nine maintenance work orders in September. Pressure washing was done on the west side of the building, Jose gave one boat lift class, and he and George performed an assortment of tasks in and around the River Club.

There were 16 villa work orders in September. Mulch will be applied soon.

There were 19 work orders for the CDD, and her office is overseeing the repair and painting of the guard house.

Jeff stated that Bob and Shawn are doing a great job with collecting condo fees. Only one resident owes money. White Diamond is now providing lawn maintenance in both the Watch and Watch II. The Landings is dissolving their HOA but they need 100% proxies to approve it so it's a big job.

He reported from the CDD meeting that holiday decorations at the front gate will have a new look and will be turned on after Thanksgiving. Trimmers is the vendor.

Bob added from the CDD meeting that Rizetta is going to double their management fee, and they are getting new golf carts that will turn off if you drive in restricted areas.

It was stated that there will be a town hall meeting for villa owners on November 1 at 6:00 at the River Club.

Bob stated that we will not be tackling anything new for a while, and Chuck stated that at the end of the year we will break even. Handicapped lighting will be repaired by Friday, and the front steps of the River Club need help. They will be improved when the front entrance refurbishment takes place. We are getting prices now. That project will be done when finance says we can do it.

7. UPDATES - COMMITTEE CHAIRS

a. Property management. Bill Shopovick is out of town, no report.

b. Design Review Board. Michaela Valetta stated that her committee met last week. She informed the board that they approved an application to erect a concrete wall about five feet tall as a sound barrier for the last house on the right on Winding Stream at the back gate. They will tackle dirty roofs in January.

Ken reported on the activities of the CDD briefly. There was a discussion of the increase in management fees, and he stated there will be no decision until probably December, but the CDD cannot self-manage. He reported on activity at the guard house including pressure washing and painting. He has been in contact with commissioners to review the closing of the back gate. The next meeting will be held at the River Club November 28 at 2:00.

c. Activities. Bobbie reported that we are off to a good start for the year. 71 participated in the scavenger hunt, and 131 attended the welcome back party, the most ever. All activities are booked for the entire season.

d. Amenities. Janice Ritchie is out of town so no report. Jen advised that Bob and Shop will meet with John Stevens regarding bar noise.

e. Finance. Ben Strader said the audit is done, and he is waiting on a reserve study.

f. IT. There have been no requests for support.

g. Communications. Keith Wenzel reported that the copy for N2 is due tomorrow.

8. UPDATES - MPOA BOARD MEMBERS

a. The Shores. Franklyn stated that four of the five Shores defendants have settled, and the remaining defendant is in bankruptcy. The wording of the settlement agreement is still being worked on but it is agreed to, which is really good news. Right now three of the five defendants have their homes for sale. Tom added that we have already recovered all past due fees and interest, and the settlement is in regard to attorney fees. After the settlement document is signed,

the community will be informed. The settlement is with prejudice, and Supplement 20 is the law.

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. HOMEOWNER COMMENTS. There was a comment that the carpeting in the hallway is dirty, and it was explained that the carpet is made up of replaceable squares. Mike Jacobs extended compliments to the Board and committee chairs for all their amazing hard work and expressed his gratitude for such a great place to live.

13. DIRECTOR COMMENTS. Franklyn stated that a resident dumped garbage in the back. The individual was identified by cameras and he thinks they should be fined. Jeff stated he is having "No Dumping" signs made up and is working on a policy regarding fines. He also stated that it happens every day.

Tom stated there was a closed legal meeting on October 11th and he moved approval of the minutes, seconded by Franklyn, and **the motion passed unanimously 5-0.**

Bob stated that the next MPOA Board meeting will be moved from November 23, the day before Thanksgiving, to November 30, a week later, at 2:00. Franklyn made the appropriate motion which was seconded by Bob, and it **passed unanimously 5-0.**

14. ADJOURNMENT. Dik moved, seconded by Tom, to adjourn the meeting. **The motion passed unanimously 5-0,** and the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Judy Werner