

WATERLEFE MASTER PROPERTY OWNERS ASSSOCIATION, INC.

995 Fish Hook Cove  
Bradenton, FL 34212

BOARD OF DIRECTORS MEETING  
Wednesday, January 27, 2016, 3:00 p.m.  
Held at the River Club

MINUTES

1. OPENING

a. Call to Order, Roll Call, Establish Quorum

Bob Griswold called the meeting to order at 3:00 p.m. Board members present were Bob Griswold, 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

Tom moved, seconded by Franklyn, to approve the minutes from the December 16, 2015 board meeting. **The motion passed unanimously 5-0.** Next Dik presented revised minutes from a closed meeting on December 10, 2015. Tom moved, seconded by Dik, to approve the revised minutes. **The motion passed unanimously 5-0.** Tom stated that the closed minutes are retained in Property Management but are confidential.

Franklyn gave an update on the litigation against the Shores defendants. As announced at the annual meeting Monday night, a judgment has been entered by the court in favor of the MPOA, with the court awarding past due assessments, late fees, interest, costs and attorney fees to the MPOA. It is not over, however. The defendants have an opportunity to appeal, but Tom advised that this would be a very expensive process, and the amount of attorney fees to be awarded is yet to be determined. A few Shores residents have not paid their additional assessments, possibly awaiting the court's decision. Franklyn urged the finance department to pursue payment of their past due accounts. Various scenarios were discussed, but nothing has yet been discussed by the board. The past due from each household involved in the litigation is approximately \$20,000, varying house to house. With reasonable attorney fees the court approved, it could result in additional amounts due from the defendants.

3. MOTIONS FOR APPROVAL

a. Franklyn moved to award a \$500 bonus to Chef Dan because he has been putting in substantial overtime. The motion was seconded by Bob and **passed unanimously 5-0.**

b. Tom moved to adopt a revised Violation Policy #20 presented in December as it incorporates changes in accordance with statute 720.305 concerning how fines are assessed. The motion was seconded by Chuck. Tom and Rita went to seminars regarding the changes in the law. The motion **passed unanimously 5-0.** A copy of this policy is attached to these minutes.

c. Bob moved that the board approve a 36-month lease at the not to exceed price of \$180 per month for a motorized utility cart. It is required for property management maintenance to perform their work. The motion was seconded by Tom and **passed unanimously 5-0**.

d. Bob moved that the board approve a not to exceed cost of \$1200 to repair 12 outside lights and one floodlight outside the River Club. The motion was seconded by Franklyn. Worn out components in the 12 walkway lights will be replaced with modern LED lighting. This addresses a potential safety concern. The motion **passed unanimously 5-0**.

e. Bob moved that the board approve \$2310 for Safe House Security Solutions to install a security camera at the boat lift, also to approve \$765 to replace a camera at the River Club entrance. The motion was seconded by Tom. Bob explained that these cameras improve our ability to monitor and record events of interest. Tom stated that they retain information for around 45 days and the pictures are good. He and Jen check out the system regularly, and everything is working well. The additional cameras will be in the system. **The motion passed unanimously 5-0**.

f. Bob stated that we have a \$195,000 loan and a \$178,689 contract with Overholt Construction, and he is presenting a series of motions to fund the kitchen expansion.

1) Bob moved that the board approve a \$1,880.52 quote from Modern Air to provide and install additional ductwork for the kitchen remodel. The motion was seconded by Franklyn and **passed unanimously 5-0**.

2) He also moved that the board approve a \$10,800 quote from Dolphin Fire LLC to revamp our existing fire sprinkler system for the kitchen project. The motion was seconded by Franklyn and **passed unanimously 5-0**.

3) He further moved that the board approve a \$1665 invoice from Dolphin Fire LLC as our first payment on the \$10,800 total. The motion was seconded by Franklyn. Bob explained that this covers design drawings and costs for the approval and permitting process. **It passed unanimously 5-0**.

4) Bob moved that the board approve a \$3,000 invoice from Beltram for design of the kitchen equipment. The motion was seconded by Franklyn. This is the total design cost from Beltram, and there is a possibility of a \$1,500 future rebate. The rebate depends on the amount of equipment purchased from them. **The motion passed unanimously 5-0**.

5) Bob moved that the board approve a not to exceed amount of \$58,000 from reserves for Beltram to furnish the new cooler/freezer (\$55,000) and a one compartment sink. The motion was seconded by Franklyn. We have firm quotes but want to add an internal personnel alarm to the cooler/freezer. Both items immediately replace existing equipment and use of reserve funds is recommended. **The motion passed unanimously 5-0**.

#### 4. MPOA FINANCIAL UPDATE

a. Chuck stated that the annual number for revenue in 2015 is approximately 2.4 million dollars, up 6.8 percent over budget. The increase is due to the increased business at the River Club. Cost of sales was over budget \$85,000 because there more sales. Payroll expense was \$803,037, under budget by \$50,000. Total expenses for the year were \$1,241,786, over budget by 54,000. He provided a list of over budget items which includes among other things replacing salt cells for the pool, repair of the AC and then the ceiling in the ladies room of the River Club, mailboxes, and villa lawn service. Operating income for the year was \$110,891 versus a budget of \$44,845. That difference will go back into reserves. Our reserve balance is \$349,901.

b. Jen Milne presented the River Club report. For the month of December the club did 1,880 covers. Receivables at the end of December were \$4,525.55, which is not bad. Only \$490

is over 120 days old. Ben Strader, chairman of the finance committee, added that from now on there will be a comparison in the report from 2015 to 2016. That was not possible this year because it was the first full year of operating with the expansion.

Repairs and maintenance in the River Club were salt cells in the pool replaced, and a sump pump and the elevator had to be repaired.

Jen also reported on the wine dinner which had 35 attendees. She stated that Chef Dan did a fantastic job and has come a long way with his knowledge of wines. The vendors of the wine were very happy as they sold a lot of wine also.

Franklyn stated that he had to leave and thus needed to make a couple of comments out of order. First, he reported on the communications committee for Keith Wenzel. The publication N2 is supposed to be out April 1. The deadline for input is February 28. N2 is planning a kickoff in a restaurant and more information will be forthcoming about that.

Bob also added before Franklyn's departure that the MPOA meetings will occur on the fourth Wednesday of every month: February 24, March 23 and April 27. The CDD meets the third Tuesday, and the golf committee meets on the third Monday at 12:30.

## 5. PROPERTY MANAGEMENT REPORT

Rita stated that during December normal inspection and maintenance occurred. There were 12 mailbox repairs. The playground was mulched and the new cargo net was installed and passed inspection. Irrigation repairs are ongoing, and the repairs to the pergola are almost complete. There were 34 work orders performed for the CDD and the golf course. There are now 6 handicapped parking spaces. Bill Shopovick added that posts will be installed to prevent cars from going down into the golf cart parking area.

Bob presented a chart outlining committees, the chair of the committee and the board liaison which will be attached to the minutes. Other comments pertaining to assignments were Jack Ritchie is the liaison for BrightHouse; Roxanne Skinner is the head of the Artists Guild and the art show will be on March 12; and the annual contracts review will be performed by finance.

## 6. COMMITTEE UPDATES

a. Property Management. Bill Shopovick reported that during pouring concrete for the footings of the new kitchen addition, wires were accidentally cut that affect service of the elevator. The work will be delayed until this issue is resolved.

b. Design Review/Covenant Enforcement. Michaela Valletta stated that the committee has finished work on 12 new paint schemes. Michaela presented boards with the new color schemes. If the board approves the selections, a book will be prepared by Sherwin Williams. About 6 paint schemes have been retired but they are grandfathered in for reuse if a resident chooses. About 12 to 15 homes are repainted each year, so in a few years the neighborhood will have an updated look.

Tom moved to approve the proposed new paint schemes, seconded by Dik, and **the motion passed unanimously 5-0.**

c. Activities. Bobbie Griswold reported that the month of December was a very successful month at the River Club. There was a golf cart parade, a first ever boat parade, and New Year's Eve party. The Elton John event in January got raves. Vicki Jospeh and she met to lay out

activities for the coming year. The River Club is booking a larger number than ever of weddings, anniversary parties, retirement parties, etc., so the committee is trying to lock up dates for community events early. 2016 is going to be a very good year for activities.

d. Amenities. Dik reported that work is continuing on the selection of pictures for display in the members room.

e. Finance. Ben stated that they are getting bids for insurance coverage. He is working with John Valletta on this. There is a meeting scheduled with Atlas on February 14. Tom will assist with this.

Dr. Pete Lippa, a new member of the committee, is working on an inventory of tangible assets and getting it into a computer program. The lower level is done and work is beginning on the upper level. This must be completed prior to the submission of the tangible asset tax return in March.

Ben is working on updating a policy and procedures manual for accounting. The MPOA is also changing health care providers.

f. Artists Guild. No report.

g. IT. No report.

h. CATV. No report.

i. Communications. Report previously provided by Franklyn.

j. CDD. Chuck reported on the CDD meeting which occurred on January 18. Some of the topics discussed were selecting an auditor, new membership plans and rates for golf, the golf course bonds, redesigning the landscaped circle leading up to the golf course.

Al Haibach, a CDD board member, was present and commented that no decisions have been made regarding the golf course bonds. The minutes of the last CDD meeting are posted on the CDD website for anyone to read, and the community should rest assured that issues will be discussed publicly before decisions are made.

k. President's Council. No report.

l. Golf Committee. No report.

7. OLD BUSINESS. Bob stated that we are moving forward with the work on the new kitchen. A vendor for the cooler-freezer has been selected. Quotes will be in for the equipment February 15. In 3 to 4 months, the building will be up and equipment in place.

8. NEW BUSINESS. None.

9. HOMEOWNER COMMENTS. A resident stated that the pool is too cold. The contractor for the pool has been called. Bill Shopovick added that 3 weeks of cold weather has had an impact, but it is an action item that is being worked on.

Dik moved, seconded by Tom, to adjourn. **The motion passed unanimously 5-0**, and the meeting adjourned at 4:35 p.m.

Respectfully submitted,

Judy Werner

COMMITTEE	CHAIR	BOARD LIAISON
Property management	Bill Shopovick	Bob Griswold
Design Review Board	Michaela Valletta	Tom Werner
Covenant Enforcement	Paul Lynch	Tom Werner
Activities	Vicki Joshpe, Bobbie Griswold	Dik Hall
Amenities	Janice Ritchie	Dik Hall
Finance	Ben Strader	Chuck Gregory
Communications	Keith Wenzel	Franklyn Dickson
IT	Dyana Young	Chuck Gregory

Meeting Feedback (Gregory/Dickson/Hall)

CDD meeting (monthly)

Golf committee meeting (monthly)

President's Council (annual)

#### Board Liaison Assignments

Dik Hall - River Club, activities, amenities

Chuck Gregory - finance, HR, IT

Tom Werner - Shores, DRB, Covenant Enforcement, Lawsuit

Dickson - Lawsuit, communications

Griswold - President, property management, kitchen update