

Colonial Manor West Condominium Association
Minutes of Annual Meeting
January 2, 2020

Election of Chairperson - Tom Neubecker opened the meeting at 10:00 AM. He was elected Chairperson of the meeting by a unanimous vote of members present.

Calling of the Role and Certifying Proxies - There were 23 unit-owners present either in person or via proxy which constituted a quorum (50% + 1 or 19 owners).

Proof of Notice – Tom presented the “Proof of Notice” document certifying that notice of the meeting was sent out to all owners as required by Florida law.

Minutes Approval – The minutes of the 2019 Annual Meeting were handed out to all present to review. It was noted the minutes had the date 2018 where it should have read 2019. Tom Neubecker will make the necessary correction. A motion was made to accept the minutes with the correction and the motion was passed unanimously.

Reports of Officers – Tom Neubecker gave a summary of how we did against our 2019 budget.

- We ran a deficit of \$10,594 in 2019 (vs. what we had budgeted) mostly in the “repair and maintenance” category. However, this was due to the painting job which we contracted in early 2019 and which cost us \$35,580. We knew we had sufficient surplus/carryover funds from prior years to cover this. So, in actuality, we are doing well.
- Beside repair and maintenance, the areas where we went over budget were: elevator maintenance by ~\$900 (due to numerous issues), termite treatment by ~\$3,000 (not budgeted at all) and electricity by ~\$400.
- On the plus side, we save (vs. what we had budgeted) ~\$3,500 on insurance, ~\$500 on gas, ~\$1,000 on legal, ~\$800 on janitorial, \$1,300 on landscape, ~\$900 on waste removal, \$700 on licenses/permits, and ~\$1,500 on miscellaneous.

Board Elections – Since there were only 5 people who submitted their names for the 5 board positions, no elections were conducted this year. The board members for 2020 will be: Gustavo Pineiro, Ann Smalarz, Svetlana Sokolov, Dan Glendale and Kevin Dunne. The officers for the Association will be selected at a Board meeting to be held on January 26, 2020.

Vote on Reserves – The vote on waiving reserves was tallied. There were 23 votes in favor of waiving reserves and 0 votes against waiving reserves. As a result, reserves will NOT be collected for 2020.

Questions/Comments

- Tom Neubecker brought up that he saw young children playing in the pool at night without an adult present. He asked them to either get an adult to supervise them or leave the pool area. They left. They were apparently from one of the AIRBNB/VRBO units. He expressed concern about the

Condo Association's liability should someone be injured or drown. A discussion ensued whether it was possible to have the AIRBNB/VRBO unit owners sign an "indemnification agreement" which holds the Association and/or our liability insurance company not liable for injuries on the property. Tom Jones indicated that our insurance agent might be able to give us information on this. Tom Neubecker agreed to contact our agent to ask this question.

- A discussion took place about the advisability of hiring a management company and what responsibilities they might take over from the Board. Specifically, could we ask a management company to take over only certain responsibilities (at a lower cost) while we maintain other responsibilities? This is an issue the new Board will have to address (if they want to).
- Eileen Borman asked about some small stains in the ceilings of some units that occurred after the recent record heavy rains and whose responsibility it was to make roof repairs. Tom answered that it would be the roofing company's responsibility to patch the roof and fix any leaks IF it was from the roof and not from the gutter system (NOTE: some of the small leaks look like they may have come from gutter overflow -not the roof - because of their proximity to the edge of the roof). The stains on the inside would be the unit owner's responsibility to address.
- Kevin Dunne discussed parking at the complex. A number of people are parking large vehicles and trucks. This makes it very difficult for some adjacent cars to back out of their parking spaces because the trucks obscured their view of oncoming traffic. This is becoming more of an issue as trucks/vans/large SUVs become more common as primary vehicles. It was suggested that people explore swapping parking spaces if the owners agree, to make it easier to back out.
- Eileen Borman wanted it made clear to everyone the difference between a board member and an officer of the association. To be clear, the Board of Directors (elected by the members) and the Association Officers (chosen by the Board) are two different groups. The Board makes the major decisions for the Association (e.g. sets rules and regulations, appoint officers, determines major expenditures, votes of projects, sets and passes budgets, approves renovations, approves contracts, etc.). The officers of the Association (President, Vice President, Secretary & Treasurer) duties are more to enact the decisions of the board. In most associations, the officers are all directors as well. But this is NOT required by Florida law. Only the President of the Association needs to be a Board member. The other officers DO NOT need to be board members. This should be kept in mind as the new Board members select officers at the Organizational Board Meeting in late January.
- Kevin requested that Tom Neubecker assist the new board by putting together a document that outlines the duties of the board members and officers along with a rough calendar of when things need to be done. Tom agreed to do this.

There being no further questions, Tom made a motion to adjourn the meeting at ~11:10AM. The vote was unanimous.

Respectfully submitted,
Thomas Neubecker, 2019 President