

COLONIAL MANOR WEST
Minutes - Board of Directors Meeting
November 17, 2021

Call to order - The meeting was called to order at 7 PM by Tom Neubecker who chaired the meeting in the absence of a President. Four board members were in attendance either in person or via Zoom: Ann Smalarz, Gerasim Nyagolov, Gustavo Pineiro & Simon Malak. Also present were ~11 owners.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (Aug. 23, 2021) since they were available on the website. The minutes were accepted as written by a unanimous vote.

Board Changes – Tom pointed out that there was an open position on the board since Dan Glendale (past president) sold his unit. The current board can appoint a new member if they wish. However, nobody stepped forward and nobody has heard of anyone willing to volunteer. So, the board will remain at 4 people for the time being. By a unanimous vote, the board appointed Simon as the new president. Tom Neubecker agreed to serve as a non-director Treasurer for the time being. The remaining board members will keep their current positions. As a reminder, new board members will be elected at the Jan. 19, 2022 members meeting and new officers will be appointed at that time.

There was a general question as to how many board members are needed. The state requires a minimum of 3 board members. If it falls below that, the state may place the association into “receivership” in which case they would hire an administrator (paid by the association) who would make decisions on behalf of the Association. So, it is very important that we never go below 3 board members. The current board size is set as 5 people (although only 4 positions are filled).

Treasurer’s report - Tom Neubecker reported that Association is doing well. We have spent ~55% of our budget, but are ~88% of the way through our year. However, he noted that our property & wind policy comes due in late December. We hope it is within the \$45,000 which we have budgeted. If it does, we should keep within our budget.

Regarding the special assessment funds, to date we have spent \$175,507 of the \$400,000 assessment. These funds were spent as follows: \$146,198 on the renovation project (\$220,000 budgeted), \$21,520 on the Elevator project (\$15,000 budgeted), and \$7,788 on the sewer line replacement project (for the permit) with \$115,000 budgeted. The elevator project is complete. We still have significant expenses remaining on the renovation project and have not even started the sewer line replacement project. As a reminder, we also had a \$50,000 budget for overages and unexpected expenses, all of which will be used up to complete the above two projects. Simon indicated that, at some point, we may have to have a small supplemental special assessment in the rough range of \$50,000 to pay for everything. However, we won’t know the exact amount until the renovation project has been substantially completed. We will keep you informed.

Finally, Tom reported that, as of today, we have a total of \$61,239 in our operating account, \$229,236 in our special assessment account and a liability of \$1,206 on our Association credit card.

Approval of non-recurring expenditures - The board reviewed the following non-recurring expenditures which occurred since the June 16, 2021 board meeting (only expenditures >\$100 are listed):

<i>Date</i>	<i>Expense</i>	<i>Payee</i>	<i>Purpose</i>
7/14/2021	\$962.00	Kaye Bender	Legal advice
8/19/2021	\$409.44	Paradise	Sewer line backup
8/25/2021	\$372.22	Paradise	Sewer line backup
9/3/2021	\$615.25	Atech	Repair of pull boxes
9/8/2021	\$240.75	Atech	Repair of pull boxes
9/27/2021	\$1,790.00	Motion	Door close detector
10/5/2021	\$240.75	Atech	Communication Issues
10/12/2021	\$291.72	Paradise	Water line leak
10/16/2021	\$340.21	City of FL	Fire Inspection
10/25/2021	\$327.99	Paradise	New hose nib
11/3/2021	\$125.00	Brow. Elev. Insp.	Elev. Inspect.

11/8/2021	\$136.90	Malak	Reimbursement/Hardware
11/16/2021	\$591.35	Fisher Elec.	Repair of line in 212
	\$6,443.58	TOTAL	

A motion was made to ratify these expenditures and the motion was accepted unanimously.

Adoption of the budget for 2022 – Tom reported that he and Simon met to prepare a proposed budget for 2022. The proposed budget will be ~10% higher than last year’s because of several reasons. These include:

- An expected 10% increase in our property, wind and liability insurance premiums.
- A substantial increase our Repair & Maintenance to deal with the issues the renovation project will leave behind.
- A substantial increase in our waste and recycling costs.
- An increase in our water & sewer rates.
- An increase in the expense we pay our landscape person (his first increase in ~8 years).
- Increased legal fees expected for an anticipated document revision process.
- Several other increases to deal with the elevator, fire systems, and termite control.

Tom noted that, over the past 10 years, on an inflation adjusted basis, there has been NO increase in condo fees. So, it should come as no surprise that we couldn’t hold off the increases any further. Added to these minutes is the new 2022 budget and the new condo fees for each unit to begin in January of 2022.

A motion to pass the budget as written was made by Ann and it passed unanimously.

Questions brought up as part of the treasurer’s report and budget discussion – Several topics around the special assessment projects and insurance costs as part of the above discussions. These include:

- Simon indicated that there will be NO ADDITIONAL intrusions into any of the units on the west side of the complex which should save us some money.
- The structural renovation project should be substantially completed sometime in January. A definitive end date cannot be given since we are awaiting the delivery of the new railings. The delivery dates are out of the contractor’s control. However, they expect at least some of the railings to arrive in a few weeks.
- We will need an additional small special assessment – perhaps in the range of \$50,000 – to complete all of the projects. However, we will not have the exact numbers until the renovation project is substantially complete.
- Tom reported that our permit for the plumbing project expires Jan. 31, 2022. If we haven’t started the sewer replacement project by then we would have to renew it at a cost of ~\$7,788. However, if we get permission from Daniello construction to at least begin the sewer line project before Jan. 31st, then the permit will continue in force until the project has been completed. Tom will contact Paradise to see if they can at least begin the project sometime in January. (NOTE: Subsequent to the board meeting, Tom heard back from Paradise and they spoke with the chief plumbing inspector for the city. He ensured Paradise that he will not let the permit expire at the end of January.)
- There was extensive discussion about if the board should require owners who have windows & doors are not “Miami-Dade- approved” for hurricane protection to install such windows, doors and/or shutters. If the entire complex has these protections, we may get a substantial discount on the Associations wind insurance. Nothing can be done for the upcoming year. However, we should contact our insurance provider to determine the rough savings we could realize if this happens. Then we could make a more informed decision. The issue was tabled until the next meeting.

Document Revision Committee Report – Tom Jones reported that he had prepared a rough draft of a change to the condo documents. However, he was at a point where he really needs to speak with a lawyer before proceeding any further. We need to determine the most efficient and least expensive way to proceed; either 1) review documents that we draft for approval or, 2) they may have a modern template which they can simply adapt to our needs. We also would want to see if a “one-step” or “two-step” process would work best. One-step would be to propose ALL the changes at one time and get a vote of 80% of owners (29 owners) plus 100% of mortgagees – all as required by our current docs. This would be very difficult because a substantial number of owners will not respond to ANY vote. The two-step process would be to first simply reduce the voting requirements to change condo document. We would decrease document revision changes to require 2/3 of all owners or 2/3 of those voting and eliminating the mortgagee approval clause. If this passes, then we could

proceed with the full document revision with less difficulty. The board authorized Tom Jones to speak with our legal firm along with Ann Smalarz (our authorized representative) to flesh out the cost of such a project.

Owner Questions/Input – Eileen Borman wanted to make a statement about the presence of short-term rental units (AIRBNB, VRBO, etc.). She recounted a recent event where a short-term rental occupant was high on drugs. The police were called 3 different times to deal with her. She was in the courtyard high on drugs destroying property and brandishing knives. Later, she was in the parking lot naked and interfering with our construction crew. She was taken away first in an ambulance and again later taken away by the police. Kevin noted something similar happened about a year ago with visitors in the same unit.

There was a general discussion that some short-term renters don't respect our property and treat it as a hotel/motel (throwing trash in the garden, dumping drinks on the walkways, using the pool after hours, creating noise disturbances, parking wherever they want, etc.). Kevin pointed out that our rules and regulations were developed at a time when short-term rentals did not exist. He suggested amending the rules and regulations to put more responsibility on the owners of these units to deal with and pay for the disruptions their tenants create. Eileen (and others) would like to see an end to short-term rentals included in the upcoming proposed document changes. She realized that current short-term rental units would legally be grandfathered in should the document changes occur. But at least we could stop the proliferation of them in the complex. Tom also pointed out that only 7 of our 36 units are owner-occupied full time. As a self-managed complex, this makes it increasingly difficult to manage it with few people on site who are able to deal immediately with issues.

Adjournment – There being no further questions, a motion was made to end the meeting at 11:17 AM and it passed unanimously.

Respectfully submitted,
Tom Neubecker

COLONIAL MANOR WEST

2022 Budget

Without Reserves

Income

Allowance for Uncoll.	-\$1,000.00
Laundry Income	\$2,000.00
Maintenance Income	\$156,190.00
Reserves	N/A
Total Income	\$157,190.00

Expenses

Reserves	N/A
Accounting Fees	\$6,100.00
Bank Fees	\$90.00
Common Area Exp.	\$1,500.00
Electricity	\$4,000.00
Elevator Maintenance	\$4,000.00
Elevator Telephone	\$400.00
Fire Protection Serv.	\$1,500.00
Gas Expenses	\$2,000.00
Insurance	
Property & Wind	\$49,000.00
Liability	\$7,000.00
Directors & Officers	\$1,000.00
Fidelity & Crime	\$500.00
Flood	\$8,000.00
Total Insurance	\$65,500.00
Janitorial Services	\$4,500.00
Landscape Expenses	\$3,000.00
Legal Fees	\$2,000.00
Licenses & Permits	\$500.00
Miscellaneous	\$1,500.00
Pool Services	\$4,000.00
Repair & Maintenance	\$30,000.00
Roof Contract	\$8,000.00
Waste Removal	\$5,000.00
Water & Sewer Expenses	\$13,000.00
Termite removal	\$600.00
Total Expenses	\$157,190.00

Unit #	% Ownership	Per Month	Per Year
101	2.2647%	\$295.00	\$3,540.00
102	2.3328%	\$304.00	\$3,648.00
103	2.3328%	\$304.00	\$3,648.00
104	2.5792%	\$336.00	\$4,032.00
105	2.3553%	\$307.00	\$3,684.00
106	2.3553%	\$307.00	\$3,684.00
107	2.3553%	\$307.00	\$3,684.00
108	2.3553%	\$307.00	\$3,684.00
109	3.8048%	\$495.00	\$5,940.00
110	2.1215%	\$276.00	\$3,312.00
111	3.5175%	\$458.00	\$5,496.00
112	2.2647%	\$295.00	\$3,540.00
201	2.2647%	\$295.00	\$3,540.00
202	3.5175%	\$458.00	\$5,496.00
203	2.1215%	\$276.00	\$3,312.00
204	3.8048%	\$495.00	\$5,940.00
205	2.1215%	\$276.00	\$3,312.00
206	3.5102%	\$457.00	\$5,484.00
207	3.5102%	\$457.00	\$5,484.00
208	2.1215%	\$276.00	\$3,312.00
209	3.8048%	\$495.00	\$5,940.00
210	2.1215%	\$276.00	\$3,312.00
211	3.5175%	\$458.00	\$5,496.00
212	2.2647%	\$295.00	\$3,540.00
301	2.2647%	\$295.00	\$3,540.00
302	3.5175%	\$458.00	\$5,496.00
303	2.1215%	\$276.00	\$3,312.00
304	3.8048%	\$495.00	\$5,940.00
305	2.1215%	\$276.00	\$3,312.00
306	3.5102%	\$457.00	\$5,484.00
307	3.5102%	\$457.00	\$5,484.00
308	2.1215%	\$276.00	\$3,312.00
309	3.8048%	\$495.00	\$5,940.00
310	2.1215%	\$276.00	\$3,312.00
311	3.5175%	\$458.00	\$5,496.00
312	2.2647%	\$295.00	\$3,540.00
Total	100.0000%	\$13,019.00	\$156,228.00

NOTE: Monthly payment rounded to the nearest dollar