

Castle Council, Inc.
Board Meeting
March 21, 2011
Minutes

Attendees:

Bruce Kelm, President
Linda Meyran, Vice President/Treasurer
Marlane Christy, Secretary
Russell Cloetingh, Director (absent)
Radmila Mira Marsenic, Director (absent)

Tom Priester, Ameri-Tech Property Manager

1. The meeting was called to order by Bruce at 6:02 p.m. Roll call was taken and quorum was established.
2. Marlane made a motion to waive the reading and approve the December 13, 2010 minutes. Linda seconded the motion. All were in favor.
3. President's Report
 - Bruce thanked everyone who was involved in the gazebo project, which turned out great.
 - Problem with posted notices being ripped down. Notices are to help improve the Association. Anyone with concerns should see a member of the Board of Directors.
4. Treasurer's Report
 - Linda gave the Treasurer's report; the reserves are fully funded. Marlane made a motion to accept the Treasurer's Report, Bruce seconded the motion. All approved, motion passed.
5. Manager's Report
 - Delinquent Report – Three units are at the attorney, one of which the Association is collecting rent on. Tom to check on unit that had always been current and payments suddenly stopped.
 - First monthly insurance premium has been paid. The total cost of insurance (\$38,700.00) was financed at 5.5%. Insurance is current and being paid.
 - Looking for a contractor to fix window leaks.
 - Letters have been sent out explaining cleaning of carports and boat docks. Bruce made a motion that owners have until April 30, 2011 to have their areas cleaned. Marlane seconded the motion, all were in favor.
 - Violation letters continue to be sent out.
6. Maintenance Committee Report
 - Nothing new to report other than the gazebo project is finished.
7. Old Business
 - Floor Painting Update – The painting of the floor has been completed and looks great.
8. New Business
 - A. Gravity pool drain – The federal government and the State of Florida mandate that pools have a gravity pool drain, where suction is cut if someone is stuck near the drain. This change must be complete by spring of 2013. Plans by an engineer have to be submitted to the Board of Health. A contractor will need to tear up part of the decking for an in-ground tank with filter and locked cover. There will be a drain

- installed on the side of pool as well as the middle drain which goes into the pump room. Total cost between \$25,000.00 and \$45,000.00 depending if upgrade of new pump room is included. Bruce mentioned we are in a good financial position to pay for this project without a special assessment. Will get three different bids. Work would be done during winter months when pool is least used.
- B. Pool pump room repair – Discussed with Gravity pool drain (above).
 - C. Security cameras for the elevators – Minor vandalism occurring in elevators. Bruce motioned to accept a bid of \$1,720.00 for the elevator security system. Marlane seconded the motion, all were in favor.
 - D. Sealing and cost for the docks – Linda received four bids for repairs, stain and sealing of the docks. The cost would come from the Boat Dock account and does not affect the Association. After discussion, Bruce motioned to accept the DD&D Marine bid of \$9,600.00. Linda seconded the motion, all were in favor.
 - E. All State lot fencing – Parking area, previously leased, is now available to the Association. This area would provide secure storage area for boat trailers. Security camera already in place would capture vandalism. Tom has two bids for fencing and will get one more. Linda and Charlie to provide Tom with another vendor.
 - F. Screens on north side of building – Screens were removed during painting. Owners are to install themselves, screens located bottom of stairwell, west side of building. Owners are not allowed to open windows without screens as it is a liability issue as well as esthetically unpleasant (curtains blowing out the window).
 - G. Contractors and owners responsibility on repairs and clean up – When licensed contractor, hired by an owner, is finished working, the contractor is responsible for cleaning up. If contractor does not clean up area, the owner is responsible for clean up or will be charged.
 - H. Reserving of Gazebo – Only a table or two can be reserved, as this is a common area to be enjoyed by all. Gas grills cannot be reserved. There is a second grill that Chuck will bring out for special events if requested.
 - I. Issuance of keys to new residents – It is the responsibility of previous owner or realtor to hand over key fobs to new owner or renter. Two key fobs were issued to each unit. Additional key fobs will cost \$50.00 for the 3rd key fob, \$100.00 for the 4th.

Owner questioned heating of the pool. Bruce explained the pool heater is turned on generally around March 15 based on weather conditions. The heater is used in the spring and in the fall.

An owner asked to see a copy of the 5-year warranty for the sealing of the boat docks as to clarify what is covered. Linda to provide copy and will check if warranty covers work or just paint/sealer. Linda will communicate with dock owners as to the specifics of the dock project for a smooth transition.

At 6:44 p.m. Bruce motioned to adjourn the meeting. Marlane seconded, motion carried unanimously.

Minutes respectfully submitted by:

Ruth Schein, Administrative Assistant
Ameri-Tech Property Management, Inc.