

**Portside Condominium Homeowners' Association, Inc.
17620 Front Beach Road Panama City Beach, FL 32413**

APPROVED Board of Directors Minutes Saturday, April 9, 2022

Call to Order: Greg Blosser called the meeting to order at 9:02 am.

Roll Call: Laura Bigda, Greg Blosser, Richard King, Gary Miller, Donna Nicholas and Tory Snyder were present. Kevin Lee attended via conference call. A quorum was established. Also present Ted Mitchell, CAM, Carol Scicchitano, Virtuous Management Group (VMG), Robert Kauffman, Attorney.

Proof of Notice: Ted Mitchell attested the meeting was posted per FL statutes.

Approval of Previous Minutes from February 12, 2022: Gary Miller moved to approve the minutes, seconded by Donna Nicholas. **Motion carried** unanimously.

Management Report: Virtuous Management Group (VRG) assumed management on April 1, 2022. Owners are encouraged to sign up for the Virtuous Management Portal, where owners may pay their monthly assessment and their special assessment for their balcony. Additionally, the owner may request work orders through the portal and will be able to see the progress of the work. Balconies have been completed in SJ, SH, SB, and SA. Appointments are being made with all current vendors to review contracts and services.

Presidents Report: Balconies are about a week off schedule due to weather. There has been significant rain this Spring. Currently on SA2 unit a sample siding has been installed for owners to give their opinion to see if this might be a material change option to consider for the future. This is the raw material and would need to be painted. Materials and labor were at no cost to the Association. The Winter Social Club Group donated \$1000.00 to the Association for the repair of the air handler that had to be replaced in the Clubhouse.

Old Business

Virtuous Management Group (VRM): A motion was made by Gary Miller to ratify the acceptance of the management contract with VRM and seconded by Tory Snyder. **Motion carried** unanimously.

Tornado21 Update: Most of the repairs have been made but a few minor repairs are being taken care of next week.

Balcony Project Update: 4 buildings have been completed. The balconies look great. The contractor is off schedule because of significant rain the months of March and April. Building SE, SD, SC, and D should be started next week. The balcony building schedule will need to be tweaked. The new CAM will oversee the building of the balconies and Greg Blosser will also review contractors work when he is on site.

Material Changes Discussion for hot tub location, Front Tennis Court, Balcony Paint Color: The hot tub is in working order but there are indications of structural issues. Since the hot tub will likely have to be torn out and redone in the near future it was suggested to move the hot tub to the back pool area. This would allow the entire front pool area to be closed off during the off season months. Additionally, since both are heated with gas it would put them in the same location. This would have to be done with a proxy vote of all the owners.

The front and back tennis courts are in poor shape due to aging and the fact that they were not built to code originally. A possible consideration might be to make one of the courts a Pickle Ball court, an additional shuffle board court or just an area to do other activities. A proxy vote would be required to make any changes.

It was discussed that many owners are wanting to change the color of the balconies since new ones are being built. In order to change the balcony paint color a proxy will need to be voted on by the owners. Laura Bigda was asked to chair a committee of owners to look at possible color choices. If people want to help please contact the office or Laura.

There will possibly be a proxy vote for owners to vote on these changes in October. The board will look at possible proxy statements at the June meeting.

New Business

Property Insurance Renewal: Ken Christian, Portside's Insurance agent from FBB Insurance reported on information related to Portside's property insurance renewal coming up in May. Property insurance will probably increase by 35% to 40%. In November the Flood Insurance policy was changed over to the National Flood Insurance Program and there was a considerable savings. This saving will help to offset the rising cost of the property insurance.

Update on Banking and Changes to CD Accounts: Motion: Gary Miller moved to deposit two CD's into Money Market Accounts at Community Bank and seconded by Laura Bigda. **Motion Carried** unanimously. Management will watch interest rates and if they improved CD's will be reconsidered.

Association Credit Card: The Board agreed to have Carol (VRG) begin the process of obtaining a Portside HOA credit card with Community Bank.

Consideration for Landscaping Improvements: Kevin Lee moved to accept the bid from Brightview to install sod which includes the preparation of the area behind the K building for \$9184.00. This will be taken from Reserves. The motion was seconded by Gary Miller. **Motion carried** unanimously.

Rules and Regulations for Parking: All owners should have a Portside sticker placed in the bottom left corner of their windshield where it is clearly visible. All vehicles must obtain a parking permit to park on Portside property. Any type of vehicles must have a permit. Any vehicle not following Portside's parking rules or parking in areas not designated are subjects to fines and/or being towed. Owners who rent or allow others to use their unit are asked to communicate parking rules to their guest. Please refer to Portside Rules and Regulations passed 2-12-2022 for more information.

Security Services: Management has secured a bid from American Security for the 2022 season. Services will be 7 days a week from 6:00pm to 2:00am from Memorial Day through Labor Day.

Office and Maintenance Schedules: Management will be on property from 8:00am to 5:00 pm. Office hours will be 9:00am to 4:00pm with an hour for lunch. Maintenance will be on property from 8:00am to 5:00pm 7 days a week. A third maintenance person will be hired.

Update on Retainer Wall: The repairs to the seawall behind the K building has been completed. The previous CAM signed a contract that was not approved by the attorney or the President. The contract relieved the contractor from all damages caused during the repair. There were damages caused by the contractor that will have to be repaired at Portside's expense. The attorney will research to see if there is a way to recoup for any of the damages.

Update and Approval of Sinkhole Repairs: Tory Snyder moved to ratify the contract from Break-A-Ground to repair the sink hole in the roadway at the wetland area for \$10,500 from reserves, seconded by Laura Bigda. **Motion carried Unanimously.**

Asphalt Paving and Sealing: Greg lead a discussion about the asphalt and sealing on the parking and road areas. All the asphalt on the property is showing a great deal of age and it will need to be looked at for future repairs.

Update on Pool Conditions and Needed Repairs: Our current pool company has done an evaluation on all 3 pools, kiddie pool, and the hot tub. The hot tub is beginning to show structural issues due to aging. A new bubbler for the hot tub has been ordered and will be fixed as soon as it arrives. The back pool will need the gunite resurfaced next fall. The kiddie pool is causing issues with the large back pool because they are both on the same filtering system. The kiddie pool is totally out of compliance because of the filtering system. Due to health department rules the kiddie pool may have to be closed in the near future. The back pool will be heated from November 15th to April 15th each year.

Owner Discussion: Owners expressed concerns about sprinklers not working and about people parking inappropriately and not getting parking passes. Owners want to make sure someone is overseeing the building of the balconies, want to consider moving the hot tub to the back pool area, consider looking at doing something else with tennis courts because no one really ever uses them

and they are in bad shape. Owners asked the insurance agent about what type insurance owners needed for their unit based on what Portside HOA pays for yearly. He indicated each owner has to decided what they need or want but he recommended an owner may want to consider a HO6 policy for interior coverage and a liability policy. He indicated that flood insurance **does** cover water surge from the ocean. Owners expressed concerns about short term renters with dogs. Many of the short term renters are not picking up waste and dogs left unattended often cause a noise nuisance from constant barking. The question was asked if pets could be restricted to owners and those who rent 30 days or more and not to short term renters. The attorney indicated the rules about pets could be changed. In order to change the rules about pets the Portside Declarations would have to be changed by a proxy vote.

Future Agenda Items: Proxy statements for consideration for October vote.

Adjournment: As there was no further business before the Board the meeting was adjourned at 11:50am.

Respectfully Submitted

Donna Nicholas
Portside Board of Directors Secretary