

PORTSIDE BOARD OF DIRECTORS MEETING MINUTES Approved

Date: January 13th, 2024

Time: 9:00am Central Time

Place: Portside Condominium Owner's Clubhouse

Call to Order: Meeting called to order at 9:02a.m.

Roll Call: Meg Bietler, Laura Bigda, Sheila Cole, Ken Fisher, Kevin Lee, Gary Miller, and Donna Nicholas. Also in attendance was Tammi Link/Cam.

Approval of Previous Minutes for December 9th, 2023: Motion made by Gary Miller to accept minutes as presented; Received 2nd by Kevin Lee.

Officer Reports:

Ken Fisher/President – Code of Ethics drawn up and signed by all Board Members.

Kevin Lee/Vice President – Congratulating Tammi Link for her one-year anniversary at Portside.

Gary Miller/Treasurer – Approximately \$652K in Reserves; There's 2 units in foreclosure (90 days or over).

Sheila Cole/Secretary – Nothing at this time

Committee Reports:

Meg Bietler – Landscape: We spent 15 hours trimming. Would like to place Palm trees (\$230 each) 1 at AA & BB buildings but need to make sure irrigation is working in the area first.

Cam's Report:

Tammi Link – Storms came through displacing a few shingles. Status on the buildings is on the list. Bathrooms are painted; Mirror fell off the wall in Ladies restroom up front. Tools need to be signed out in the front office when used. \$125 is the cost to clean dryer vents. App Folio is charging \$2.49 fee for payment online.

Old Business:

Balconies being painted with 2 coats; weather needs to be 50 and above.

Palm trees that were removed from SF 1 & 2 – Do we replace them and cover the cost?

Motion made by Kevin Lee to replace one palm tree at SF1 and one at SF2 at the cost of \$230 per tree. Received 2nd by Laura Bigda. Voting was unanimous.

New Business:

Sharon with Waynes Pest Control attended meeting. They treat termites by inserting bait in the ground. Termites eat and take back to their colony. Discussed the cost and what was included.

Other Items Mentioned:

- Security dates and time. Couple weeks for Spring Break. Time: 5pm – 1am. Tammi will send out a draft schedule.
- Pickle Ball Lines on back tennis court – Mtn guys can do this. Last estimate to resurface was approximately \$100k.
- Need a hot tub committee.

Adjourned meeting at 10:50am looking at tennis court.

Motion made by Sheila Cole; Received 2nd by Laura Bigda

Back in session at 11:30 – Discussion to paint pickle ball lines and use existing net for pickle ball.

Back tennis court will now have option to play Tennis or Pickle Ball. Motion made by Kevin Lee;

Received 2nd by Laura Bigda.

Adjourned meeting at 11:35am. Motion made by Ken Fisher; Received 2nd by Kevin Lee

Minutes prepared by: Sheila Cole

PORTSIDE BOARD OF DIRECTORS MEETING MINUTES UNAPPROVED

Date: December 9th, 2023

Time: 9:00am Central Time

Place: Portside Condominium Owners' Clubhouse

Call to Order: Meeting called to order at 9:00a.m.

Roll Call: Donna Nicholas, Laura Bigda and Sheila Cole were present on zoom.

Ken Fisher, Gary Miller, and Meg Bietler were in attendance. Also In attendance was Tammi Link/Cam. Kevin Lee was absent because of work.

Approval of Previous Minutes for November 17th, 2023: Motion made by Gary Miller to accept minutes as presented; Received 2nd by Meg Bietler.

Discussion of the Budget for 2024: Ken Fisher opened discussion and shared.

Gary Miller walked us through the budget.

Other Items mentioned:

- Possibly having a special assessment for Insurance instead of HOA Fee's increased. Property insurance is renewed in May. Take it out of budget and have a yearly assessment.
- Need to check on CD rates.
- Flood Insurance is due.
- Unknown cost from balconies special assessment approx. \$200k – rotten wood, gutters, extra boards, stucco repairs & etc. Per Gary Miller, he'll try doing a deeper analysis, but Lori Blue/previous management company didn't provide a lot of details of this cost.
- Meg Bietler – Need to have board members sign ethics code. Tammi Link will check into this with the Lawyer.
- We saved approximately \$6,000 by letting our maintenance guys replace the deck boards at the back pool. They're also repairing irrigation.
- Hot tub is an issue needing to be repaired, relocated or replaced soon.
- Discussed using stain, with sealant, to paint the pool decks. The back deck first, then the front pool deck. Approximately \$900 would be the cost of stain for the back pool deck. Let our maintenance guys do this project to save Portside money. Received one quote from vendor - \$10k to do the back deck.
- There's a \$100 fee paid to Virtuous when an owner sells their unit.

Budget approved at 11:30am: Motion made by Meg Bietler to approve 2024 budget as presented; Received 2nd by Sheila Cole.

Executive Session at approximately 11:40am – discussed giving gift cards to Tammi, Andrew & Kevin for Christmas Bonus.

Adjourned meeting.

PORTSIDE BOARD OF DIRECTORS MEETING MINUTES APPROVED

Date: Friday, November 17th, 2023

Time: 9:00 a.m. Central Time

Place: Portside Condominium Owners' Clubhouse

Call to Order: Tammi Link called the meeting to order at 9:01 a.m.

Roll Call: Ken Fisher, Kevin Lee and Gary Miller were present on zoom.

Sheila Cole, Laura Bigda and Meg Bietler were in attendance. Also in attendance was Tammi Link/Cam. Donna Nicholas was out sick.

Approval of Previous Minutes for September 16th, 2023: Motion made by Laura Bigda to accept minutes as presented; Received 2nd by Sheila Cole. The motion passed unanimously.

Approval of Previous Minutes for October 16th, 2023: Motion made by Laura Bigda to accept minutes as presented; Received 2nd by Meg Bietler. The motion passed unanimously.

Discussed budget for 2024 - line item by line item; Need to post and approve on December 9th, 2023 during our meeting. Insurance - projecting 50% increase but will not know the exact cost until May 2024.

Security Patrol - Need to discuss changing time. Maybe have them come in March 2024 during Spring Break.

Termite Contact - \$40K for initial inspection to check property & provide treatment. Need 3 bids. If we can't get 3 bids, make notation of that fact.

Projection: HOA Fee monthly increase from \$460 to \$560.

Ratify Shoreline Property Services - Decided not to ratify new contract but to keep the first one submitted.

Next Meeting: December 9th, 2023 - Approve budget for next year.

Meeting adjourned at 11:30 a.m. motion made by Ken Fisher; 2nd by Sheila Cole.

PORTSIDE BOARD OF DIRECTORS MEETING MINUTES APPROVED

Date: Monday, October 16, 2023

Time: 9:00 a.m. Central Time

Place: By ZOOM

Call to Order: Ken Fisher called the meeting to order at 9:05 AM.

Roll Call: Laura Bigda, Shelia Cole, Ken Fisher, Kevin Lee, and Donna Nicholas were in attendance. Also in attendance was Tammi Link, CAM.

Proof of Notice: Tammi Link attested the meeting was posted per Florida Statutes.

New Business:

There was a discussion on procedures for Moving Furniture from Patios/Balconies. The motion was made by Kevin Lee to give owners reasonable notice to move their items off Patios/Balconies. If Owners are unable to move their items, Shoreline Properties will move your items and return for a cost of \$50.00. If unable to move items from your patio/balcony maintenance personnel will move items and a maintenance fee of \$100 will be added to owner's account. Laura 2nd the motion. Motion passed unanimously.

Adjournment: A motion was made to adjourn the meeting at 9:30 AM by Kevin Lee and seconded by Laura Bigda.

Minutes Submitted by Tammi Link Community Association Manager

PORTSIDE BOARD OF DIRECTORS MEETING MINUTES Approved

Date: Saturday, September 16, 2023

Time: 9:00 a.m. Central Time

Place: Portside Condominium Owner's Clubhouse

Call to Order: Ken Fisher called the meeting to order at 9:00 AM.

Roll Call: Laura Bigda, Shelia Cole, Ken Fisher, Gary Miller, and Donna Nicholas were in attendance. Kevin Lee and Tory Snyder were present on Zoom. Also in attendance was Tammi Link, CAM.

Proof of Notice: Tammi Link attested the meeting was posted per Florida Statutes.

Approval of Previous Minutes for July 22, 2023: Motion made by Gary Miller to accept minutes as presented and seconded by Laura Bigda. The motion passed unanimously.

Approval of Previous Minutes for August 15, 2023: Motion made by Gary Miller to accept minutes as presented and seconded by Donna Nicholas. The motion passed unanimously.

Officer Reports – President Ken Fisher reported four vacancies on the Board of Directors; however, only two people submitted their names to run. Therefore, there will be no election for Board Members this year. Owners will only vote on the proxy items. The Board will be responsible for appointing two additional members during the organizational meeting on Saturday, October 21, 2023. He reminded owners to remind winter renters that the new parking fee will be \$40.00 for a three-month stay.

Treasure Gary Miller reviewed financials through August 2023. The operating budget is running \$23,000 over budget due to replacing the air conditioning unit in the office, which was not expected. Additionally, the pool company had to be changed during the year due to the previous company not renewing their contract. The new pool company and chemicals cost more than what was budgeted. The new parking system and wristbands generated \$35,000 for the summer season, which will go into the operating expense budget. Portside received a final insurance check for the tomado damage in 2021, which will be deposited into the reserves account. Reserves will be \$687,000 once the check is deposited.

Manager Report: Tammi Link, CAM, reported that Florida Power, while fixing a main transformer on the property, broke a main water line. She has had a tough time getting the power company to repair the area where the waterline had to be dug up. It is a mess and needs to be fixed. She has filed a complaint with Florida Power. She gave a reminder to let winter guests know that there will be a \$40 parking fee for a 3-month stay. She is currently getting bids on landscaping companies for the property. The waterfall pool pump was replaced, and four new pool lights were installed in the pool. On October 21, lunch will be provided for the homeowner's meeting.

Committee Reports: Landscaping Committee chaired by Meg Bietler. Meg reported due to the hot temperatures there hasn't been anything done as far as work or planting. \$7000 has been budgeted for landscaping. It cost approximately \$230 to replace a palm tree. She requested that people look at her front area which she redid herself at her expense. She indicated it cost her about \$200 to redo it. She requested owners give her feedback about what they think of the area. Meg indicated that overall, they are just maintaining but need funding to be able to make a difference on the property.

Workday Committee chaired by Shelia Cole. She would like to schedule another community workday near the Annual Homeowners Meeting. Volunteers are needed to pick up trash and put out mulch.

Tennis Court Committee chaired by Tory Snyder. Tory reported there were 2 meetings of the committee. They came up with about 10 different ideas of what might be done with the tennis courts. However, they could not come to a consensus due to cost, noise, and cleanup issues. The winter guests

use the shuffleboard court regularly during the winter season. A consideration would be to get a 3-to-5-year plan and budget for updates or possible changes over a period as part of capital planning. President Ken Fisher reported the hot tub committee has had issues getting owners to participate in a committee meeting to look at possible options. There has been no meeting held yet.

Old Business:

Update on Balcony Painting: The balconies are now at the painting stage. Shoreline Properties has been contracted to do the painting of the balconies. Work will begin the second week of October. Prior to the actual painting can begin there will be a great deal of pre work done first such as pressure washing and caulking. The contractor wants to do buildings SF and SJ to have an estimated time frame as to how long the process will take in order to develop a schedule for the rest of the property. As soon as these two buildings are completed a schedule will be sent out to owners to know when their unit's balcony will be painted. Owners will need to remove any furniture off the balcony.

New Business:

Ratification of A/C Unit Contract for the Office: Gary Miller made a motion to ratify the contract with Pat Green Heating and Cooling to replace the A/C unit for the office. The motion was seconded by Donna Nicholas. The motion passed unanimously.

Discussion and Vote on Dates for Heated Pool Operation: It cost approximately \$1250 per month for gas to heat the back pool and approximately \$315 per month to heat the hot tub. The board agreed the back pool would be heated November 15 to April 15.

Vote on Changing Pool Lights Around Front Pool: Discussion was held about the current lights along the fencing near the road and front pool. The shape of the light in the past have caused issues when there is any significant wind. The globes have had to be replaced numerous times. However, recently Tammi found replacement globes at a reasonable price that have been holding up in the wind. The Board agreed to allow Tammi to continue to use these light globes until she feels they are not working. At that time the aboard can revisit the lighting issue.

Items to Vote on in Owner's Meeting:

Tennis Court change to Pet Area or Picnic Area: Table

Future Agenda Items/ Owner Discussion: Two additional Board Members will need to be appointed by the Board at the Organizational Meeting held on October 21, 2023. Should the hot tub be moved to the back pool area, replace the hot tub where it is currently, replace the kiddie pool with a hot tub and remove the old hot tub. These are options that might be considered for the future. Owner suggested we need a strategic plan for replacement of capital items.

Adjournment: A motion was made to adjourn the meeting at 10:13 AM by Donna Nicholas and seconded by Gary Miller. The motion passed unanimously.

Minutes Submitted by Donna Nicholas Portside Board of Directors Secretary

Portside Condominium Homeowner's Association, Inc.
BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, August 15th, 2023

Time: 8:00 a.m. Central Standard Time

Place: ZOOM Called Meeting

Call to Order: Ken Fisher called the meeting to order at 8:00 am CST.

Roll Call: Ken Fisher, Kevin Lee, Gary Miller, Laura Bigda, Sheila Cole, and Tory Snyder were on the ZOOM call. Donna Nicholas was not on the ZOOM call.

Proof of Notice: Tammi Link attested to proof of notice for the meeting per Florida Statutes.

Discussion and Vote on replacing damaged wood at storage buildings: Management obtained 3 bids as required. **A motion was made by Gary Miller to accept the bid from Shoreline Property Services of \$633.44 per storage unit as needed using Reserve funds. Laura Bigda 2nd the motion. Motion carried unanimously.** Storage building wood replacement will only be done on the storage units having rotted wood. Some storage units have vinyl siding on them and only the wood around the vinyl siding will be replaced as needed. This work will begin after Labor Day.

Adjournment: A motion to adjourn at 8:30 am CST was made by Tory Snyder and seconded by Gary Miller. Motion carried unanimously.

Minutes Submitted by Tammi Link Portside Community Association Manager