



BOARDWALK  
CONDOMINIUMS

**MEETING MINUTES**  
**OF BOARD OF DIRECTORS**  
CLUBHOUSE, MARCH 26, 2020, 6PM

CORONAVIRUS –We encourage you to call in and if you attend in person, please adhere to social distancing.

Board Members: Pam Childers – President, Philip Velez – VP, Brian Andrews – Treasurer, Stephanie Traynom – Secretary, Shane Broussard, Joe Smith, Robert Stuck, and Manager, Tammy Bohannon.

Absent: Shane Broussard.

1. **Call to Order** at 6:15pm by Manager, Tammy Bohannon.
2. **Roll Call of Directors** – All Present except Shane Broussard. Joe Smith and Robert Stuck present via phone.
3. **Proof of Notice of Meeting** – Confirmed.
4. **Approval of Agenda** – Motion to Approve by Brian Andrews. Seconded by Philip Velez. Passed Unanimously.
5. **Approval of February 20, 2020 Meeting Minutes** – Motion to Approve by Brian Andrews. Seconded by Phillip Velez. Passed Unanimously. Future Draft Meeting Minutes are requested within 10 Days. Draft Minutes will be posted on the website and will be replaced once approved.
6. **Ratify the Board Vote regarding 2020 Insurance Renewal** - Brian Andrews provided an overview of the insurance. Last year Boardwalk paid \$181,173.04 for insurance. This year Insurance was \$180,979.46. The policies will be posted on the website. Board voted for a 5% deductible, over 3%, because this is not complex wide, but instead per building. 2020 insurance expense is less than the Budgeted amount. Vote Ratified.
7. **Reports:**
  - A. **President (Pam Childers)**
    - a. Rules Committee Update – Bruce Childers - Chair, Tammy Bohannon – Secretary, Melissa Doggrell, Rob Morris, and Tammy Stuck. – Committee will provide a draft rules update within 30 days.
    - b. Cash Flow status – Pam Childers provided cash flow analysis, post Insurance payment. Board wants to continue with the construction and see it through completion. Cash flow will be used from the Reserves and paid back sometime later this year.
  - B. **Treasurer (Brian Andrews)** – Discussion on borrowing funds from Reserves to pay for construction. There are still 39 Owners that need to pay the Special Assessment. This Special Assessment is for the construction throughout the complex. In April, Management will start contacting Owners that have not paid the Assessment and/or regular HOA dues.
    - a. Approval of January 2020 Financials – Motion to approve by Phillip Velez. Seconded by Brian Andrews. Passed Unanimously.

- b. Approval of February 2020 Financials - Motion to approve by Phillip Velez. Seconded by Brian Andrews. Passed Unanimously.
- C. **Paint Committee (Stephanie Traynom)** – Committee has met a couple of times to discuss an accent color. They have decided to leave it white. Committee has chosen “Pepercorn” for the letter and unit numbers on the buildings. The color for the Clubhouse has not been decided.
- D. **Construction Committee (Joe Smith)**
  - a. Construction & Maintenance – On schedule to have all the walls on Building A, B, C, and F completed next week. Currently starting wall construction on buildings C, D, and E. Paint will be finished on the front of building A tomorrow with the entire building completed next week. Paint is scheduled for April 10<sup>th</sup> for building F and April 17<sup>th</sup> for building B. Target completion date is Memorial Day, May 25, 2020. Philip Velez and Joe Smith confirmed that Flemming Builders is responsible for painting 2 doors; entry and storage.
    - i. Pam Childers asked Management for Eblasts each week with the upcoming schedule and moving of cars and belongings. Contractors and staff are not to move any personal vehicles, watercraft, or belongings. This is the Owners responsibility.
    - ii. Discussion on building material being on the grass. Joe Smith will let Flemming Builders know the material needs to be picked up consistently. The dumpsters on site are not for construction material.
  - b. Dumpster Issues – Dumpsters are for the Owners and Residents. All trash needs to go inside the dumpster. Stacking furniture and larger items on the side of the dumpster is not acceptable. Pam Childers stated 30 day goal is to clean up the dumpster areas. One dumpster is dedicated for recycling.
    - i. Via phone, Melissa Pusateri, stated that the recycling dumpster is not well marked and volunteered to cut vinyl stickers to better mark the recycling dumpster.
    - ii. Via phone, Carol Dueker asked that the dumpster have a sliding door on the side, like before, as it is difficult for shorter individuals to put their trash in the dumpster.
  - c. Fogged windows & doors – Joe Smith stated the Boards position is fogged windows, doors and screens are the responsibility of the Owners. Pam Childers said Lee Glass is willing to work with the Owners as they are familiar with the complex. Brian Andrews stated all windows and glass have to be hurricane rated. Joe Smith stated the Association will replace door handles as the Association has them in stock and there is only one place they have been able to order them.
    - i. Pam Childers asked Management to post an information page on the website for the Owners regarding fogged window replacement. Information will include hurricane ratings, certification number, and the certification location on the windows. Manager, Tammy Bohannon stated the certification number will be etched in the glass.
- E. **Roof Assessment & Presentation (Philip Velez)** – Philip Velez stated he received 2 bids on roof replacements. First bid was for \$227,388.00. Second bid was for \$192,135.00. Philip Velez went back to the Second Bidder and they reduced the bid by \$10,000.00 for a price of \$182,135. Bids are for individual roofs as the Association will start with the worst roof and work their way through them. Philip called the first bidder, told them they were high and asked what they could do. First Bid told Philip he would apply a discount. The most important part of the roof

replacement is prepping and coating. Roofs have a 10 Year Guarantee and then will need regular maintenance. A bid has not been awarded. Need to finish one project before another one starts. Bidders said buildings A & C are the worst. Philip Velez stated that hurricane season is coming up and recommends a decision be made after hurricane season. Roofs need to be revisited in September. Manager recommended to ask the roof contractors if they have someone they recommend to oversee the AC's during construction.

#### **F. CAM Report (Tammy Bohannon)**

- a. Pool Service – Currently maintenance is checking the pool daily, and maintaining the log however regular pool service is needed as maintenance has other tasks. Two quotes were received, Ben Phelps LLC and Splash Pools. Both quotes include chemicals. Ben Phelps was awarded regular pool service to begin May 1, 2020. Via phone, Skip Larson recommended 7 days a week and stressed the importance of a CPO to ensure the chemicals are correct. Pam Childers recommended moving forward with a CPO and adjusting the schedule as needed going forward. Skip Larson volunteered to work with Maintenance so Maintenance can assist the CPO in monitoring the pool. Motion made by Pam Childers to move forward with Ben Phelps LLC starting April 1, 2020. Seconded by Philip Velez. Passed Unanimously.
- b. Board Member Certificates – Completed.
- c. Parking Decal Suspension – Pam Childers recommended suspending the parking decals. Manager, Tammy Bohannon provided information from East Hill Automotive Towing Services. East Hill does ask for an Agreement to be signed and they will put up signs. Costs of towing are billed to the vehicle Owner. Pam Childers stated that they are going with a dedicated towing company and Management will be designated to call the towing company as needed. Pam Childers asked Management to provide Owners an information sheet on the website.
- d. Pets – Loud Dogs and Dogs on the Beach – Manager stated there has also been trash and chairs left on the beach. Pam Childers said an Eblast needs to be sent to Owners. Boardwalk's beach is currently assessable however beaches are currently closed. Pam Childers said there is an Approved Pet List. Pulic recommended updating the rules and then enforcing them.
- e. White Lights vs Colored Lights – Manager, Tammy Bohannon stated she has noticed different flood light on multiple buildings. Tammy has reached out to the Santa Rosa Island Authority (SRIA) and received their policy. Tammy is going to review the policy to see about compliance with Turtle Friendly Lighting, as these would be in sight of the water. The old lights are no longer available so a different type of light has been selected. Philip Velez has one of the lights at his unit. Philip stated that Owners need to know not to put daylight lights in as different lights will have different bulb requirements. Manager is currently changing out lights and projects to have them completed by the end of the season.
- f. Sand Sifting/Sand fences – In the winter months sand fences are put in place to assist in accumulating the sand. Those fences now need to be removed. The extra sand behind the pool house will be sifted and used to enhance the beach. The fences will be moved towards Baywatch as that is where the most erosion is. Pam Childers noted in the past, sand sifting has been done twice a year. Philip Velez recommended Owners volunteer and rake the sand in order to re-allocate the funds to a separate project.

- G. **Complex Work Day Date:** April 25, 2020 (Alan) – Canceled and will be rescheduled for a later date.
- H. **Board Comments** – None.
- I. **Visitor Comments** – None.
- J. Adjourn

**Owner Participation: Must sign up prior to Meeting with Name, Unit #, and Subject.**

Schedule Next Meeting: April 2020

ADJOURN