**MINUTES OF Annual Budget Adoption Meeting**

Date: Tuesday December 8, 2020

Time: 9:00am

(Instead of Call in, this meeting was accessed by the zoom invite.)

1. Certify a Quorum of Directors: Board members Lee Christoferson, Rick Lovett, Susie Williams, Patrick Koziol and Sandy Matava were present.
2. Call to Order: The meeting was called to order by President Lee Christoferson at 9:04am.
3. Proof of Notice of Meeting: Notice of the meeting was posted in the condominium lobby.
4. The minutes of the October 27, 2020 meeting were approved as amended.
5. Financial report: The budget workshop for the 2021 budget was held on November 3. The review noted that while there has been no increase in yearly assessments for the past five year, there are a number of mandatory operational expenses budgeted for 2021 and following, that necessitate an increase in owner assessments of 15%. These operational expenses include, but are not limited to, increases for: Flood and Property Insurance (+10%), Cable TV (+15%), Fire Equipment Boxes (+100%) and Trash Disposal (+37).

The budget increase will provide for funding these 2021 expenses and a moderate amount for contingency expenses, should they occur. Capital reserves (currently at ($400,000) will continue to be funded at required levels. A motion was made, seconded and approved.

1. Old Business:
	1. Landscaping: Fall clean up and winter plantings have been completed. No other projects will be undertaken this year, in consideration of other unbudgeted costs (such as new carpet for the Community Room). There was some discussed about different possible ground covers that might be considered in the future for the internal gardens.
	2. Electrical update for dock and walkway: the project is almost complete. Electric station locations need to be completed, full inspection of the work needs approval and a replacement of the electric eye camera is needed.
	3. Fire extinguisher boxes for 2021: the original number of boxes needed were undercounted. The project, both purchase of the additional boxes and the installation, will be postponed until next May.
	4. Revisit parking spaces and two car per owner proposal: a spirited discussion ensued. A motion was made to vacate the policy and was approved.
	5. Kayak rack: the old rack was replaced with a newer, larger one. That may necessitate removing on of the garden boxes.
	6. Transfer of parking spaces – 302 for 307…Request was noted for the CBR records.
	7. Transfer of dock – 302 to 406…Request and transfer documents were noted for CBR records.
	8. Update on the sundeck: there was a break in the seam on the sundeck. The original installer has replaced it with an adhesive strip. The work is not satisfactory and the cost and the workmanship will be followed up by the Board.
2. New Business:
	1. **IMPORTANT NOTICE: Please be sure the Ken has your CELL number to put in the entrance way call box.**
	2. The Board is discussing ways to know when owner’s car is in their parking spot. The Koziols will be developing a plan to track the information and perhaps use ID cards placed in owner’s cars.
	3. We need to purchase and install a new fire warning panel.
	4. The petty cash kitty needs to be increased to $500. The motion was made and approved to increase the amount.
	5. There will be no Christmas decorations in the Community room this year. There are some plans to have some outdoor events, perhaps a sing along for Christmas.
	6. **IMPORTANT NOTICE: From January 1 –April 1, owners and renters may only parking in their assigned space, not in guest spots.**
	7. There was some preliminary conversation about Summer Security. Unit 307 has been sold, so there is a need to create an alternative plan for the summer.
	8. There is coms discussion about installing a security gate at the entrance ways and security cameras around the grounds.
	9. The Walkways are dirty and the pavers need cleaning and repairs. Tiles at 601 and on the 3rd floor walkway need to be fixed. The cost is $2,000 and $650.
	10. Unit 504 is selling their unit and has requested that a partition between the LR and lanai be constructed. The request was denied.
3. Recommendations for COVID 19 safe behavior will be posted in the entrance ways.

Adjournment 10:30 am

Find us at: casabonitaroyale.com

(Call in 1 904-512-0115….226381/ Zoom invites posted on the Meeting Agendas)

A reminder:

Casa Bonita Royale is a NON-SMOKING condominium.