

Condominium Association
25901 Hickory Blvd. S.W.
Bonita Springs, Florida 34134

MINUTES OF BOARD MEETING

Date: April 13, 2022
Place CBR Community Room
Time: 9:15 am

1. **Certify a Quorum of Directors:** Board members John Brink, Lee Christoferson, Patrick Koziol, Rick Lovett and Susie Williams were present.
2. **Call to Order:** The meeting was called to order by President John Brink at 9:15 am.
3. **Proof of Notice of Meeting:** Notice of the meeting was posted in the condominium lobby as well as via email to all Board members and owners.
4. **Approval of Minutes:** The minutes of the January 13, 2022, meeting were unanimously approved as written.
5. **Treasurer's Report:** Patrick Koziol reported that Collier Financial has not yet provided a year to date financial statement. Collier stated the delay was due to a software conversion. Collier promised a statement would be received by Friday, April 8, 2022, but as of today's meeting nothing has been received. Patrick will contact Collier again today. The Board expressed their dissatisfaction with the lateness of the statements and discussed options regarding future communications with Collier to improve the situation.

Patrick also stated that insurance coverage for possible theft was increased to \$500,000 and is currently in effect. The decision to increase coverage was made due to the property management improprieties case currently being investigated in Florida.

Lee Christoferson presented a reserve schedule he obtained as an example of a method of pooling reserve money while still being able to add to other areas without problems. John noted it was similar to current practices. John also stated the system of reserves currently is not taking inflation into consideration and not increasing reserves accordingly. Joe Defino suggested hiring an engineering firm to consult every five years to determine the useful life of common elements and the cost of replacement. They will take all aspects into consideration, i.e., inflation, labor, materials, etc., when determining the replacement costs.

6. **Old Business:**
 - a. **Building and Grounds:** Rick Lovett reported he had contracted with Vince's Landscaping to mow the lawn which previously had been done by Ken Whitlock. It will result in a savings of approximately \$2,000 per year.

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John reported on updated quotes for the entryway doors and windows. Josh from Southern Custom requested at \$38,500. A quote from another vendor was \$54,000. John felt the high quote was due to disinterest in the job on the part of the company. John will call Josh with approval to start the job. Lee noted that the old locks from the doors can be installed on the new doors to save re-keying. The locks must be removed at the same time the new doors are being installed. Dirk will be present and will make sure it is done. A discussion was held regarding the problem some owners were having getting one key to work in all doors as they should. Lee Farland has had Mr. Good Lock and B&B both try to fix his key issue with no solution found. He is currently using multiple keys. He also stated his experience dealing with Mr. Good Lock was difficult and unacceptable. Lee Christoferson said Mr. Good Lock is the vendor who has all the master key codes and B&B should not be used.

John Brink brought up swimming pool signage. It was determined the signs were changed last year and are up to date.

Jane Christoferson reported on interior elevator designs. She stated Maribeth VerHulst has taken the lead on the project as she is a designer. Jane and Maribeth have reviewed samples from Wilson Art and a decision will be made soon.

- b. **Summer Security:** John Brink discussed the issue of side doors being held open by rocks or being left unlocked, as well as the community room door leading to the swimming pool being propped open by a pool noodle. John suggested a sign being posted on the doors stating they must not be left open or unlocked. Additionally, the Board discussed changing the access code to the front door. It was decided to leave the code as is until the Fall. John will discuss lock options with Josh when the new doors are installed. Lee stated a check list should be developed for summer maintenance that should be completed by Dirk on a regular basis. Checking the gas propane tanks on the grills should be included on the list.
- c. **Insurance:** Patrick and John met with our insurance agent last month. Patrick distributed a schedule comparing the insurance cost and coverage from last year to this year. This year's insurance bid came in at \$94,000 and an increase in deductible from 5% to 10%. This represents an increase of 23% over last year's premium for the same coverage. This is unfortunately happening all over Florida not only to home owner associations but also to individual homeowners. Many insurance companies are leaving the Florida market. The Florida legislature is holding a special session to address the issue.
- d. **Docks:** Lee reported that generally everything is working well on the docks. There are several issues with specific dock owners and the condition of their docks. Lee suggested a letter be sent to the individual owners stating the problem and the solution suggested. He also noted that the kayak launch is now in use but there is no accommodations in effect to maintain it, power wash clean it, replace broken/old parts and possibly installing another kayak rack. Since it is an amenity of the community it should be a budgeted item. It was suggested if a new kayak rack is needed, relocating the current rack should be considered. Lee Farland requested also power washing the ladders off the ends of the dock. It was noted

Casa Bonita Royale

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that Juan cleans them regularly. It's requested that anyone noticing a ladder lowered, please raise it up out of the water. *A move was made and approved to include \$100 per quarter into the budget as a line item.*

- e. **Fire Valve Boxes:** John Brink reported the fire valve boxes are in and will be installed in May. Fire extinguisher boxes have also been received however the company does not do the installation. John will discuss with Dirk to see if he can install.
- f. **Dumpsters:** John reported that Dirk has fixed the rusted out dumpster area door parts as best as he could manage. However, it is possible that they will have to be replaced and would qualify as a capital expenditure. Replacement of both doors will be investigated. The Board decided to keep the south end garbage shoots and dumpster door opened for the summer. Lee said dumpster and trash shoot cleaning and inspection is due for completion. *A motion was made and approved to contract to clean the trash shoots.* Lee will coordinate.
- g. **Sundeck Umbrellas:** Susie Williams stated that both umbrellas are broken and need replacement. New umbrellas will be purchased in the Fall. The board complimented Susie on how nicely the refurbished sundeck chairs turned out.
- h. **Recycles:** Lee requested new signs be developed with the recycle instructions. A hanging sign above the bins in the dumpster area would be helpful. Also, a laminated card will be developed and placed in every condo unit.

7. New Business

- a. **Bed Check:** Each unit must be checked at the end of the season to make sure the water has been turned off, the air conditioning is working and set to the required 78°, lanai furniture has been removed where necessary, hot water heater is off, etc. Dirk will complete the check and should be accompanied by an owner. Checks should be completed in May.
- b. **Dirk Drack:** Dirk has replaced Ken Whitlock. Dirk's phone number is: 239-450-4861. Lee will update posted phone numbers. Patrick has notified the elevator company that Dirk is now the call person if there if someone is stuck in the elevator and he also added Dirk's name to the authorized purchaser list at Ace Hardware.
- c. **Dryer Vent Cleaning:** Lee obtained prices for unit dryer vent cleaning. If all units were contracted to be cleaned it would be \$40 per unit. If cleaned on an individual basis, the cost would be \$60. Since the last dryer cleaning was done within the past two years, the next cleaning will be postponed until next year. Owners and renters are reminded to clean dryer lint traps after each use.
- d. **Roof:** Lee reported speaking with Crowder regarding the possible half-life renovation of the building roof. The renovation extends the warranty for another 10 years life of the roof. Approximate cost is \$13,000-\$15,000. The roof is approximately 13 years old. Insurance companies have been refusing to insure buildings with older roofs. The questions is whether to put the money into the half-life renovation or use the money in reserve to totally replace the roof. The Board decided to contact our insurance company to determine their roofing requirements and obtain a quote from Crowder on costs to replace the entire roof.
- e. **Electrical Box:** The electrical panel box near the pool house needs to be repaired. Dirk will

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- be notified to complete the repair.
- f. **Pool Temperature:** Susie Williams questioned if the pool heater is working. Lee noted the heater is working, however, it was lowered since the water temperature reached 92 degrees.
 - g. **CBR Declaration 10.8(A) Guests:** John Brink reported there have been instances of owners allowing their guests to use association facilities while not accompanied by the owner. This is in violation of the declaration rules. The regulation states that any non-overnight guests using community facilities, i.e., parking, swimming pool, docks, etc., must be accompanied by the unit owner. Lee also pointed out that owners are not allowed to park their car in the parking lot if their unit is rented at the time. Owners are not allowed to use any common areas while their unit is rented. The board discussed if and how this regulation, in addition to all other regulations, should be enforced.
 - h. **Tracking Renters (\$100) Fee:** John Brink brought up the necessity of tracking renters and their ensuring their length of stay is a minimum of 30 days. A rental application form developed by Sandy Matava and Jane Christoferson has been in use for the last two years (copy attached). The form must be completed and signed by the renter. The Board has decided to implement a \$100 fee for each rental lease, regardless if the tenant is returning from a previous year. This fee will help cover the additional expenses incurred to provide tenants with an outstanding experience. Owners are reminded that either the owner or the rental company must submit the completed, signed form along with the \$100 application fee per rental. A copy of the application form is on the CBR website, www.casabonitaroyale.com. Hard copies of the application forms are available in the CBR Community Room in the red cabinet.
 - i. **Violation Fine Committee:** A violation fine committee has been established. The committee will monitor that rules and regulations are followed.
 - j. **Remodeling:** Owners are reminded to notify the Board and submit their plans before any remodeling projects are undertaken. Additionally, with the installation of the new elevators, the South elevator will be the only elevator available for use during any construction project. Elevator pads will be available to prevent damage.
 - k. **Unit Door Locks:** Owners are reminded that any time they change the lock on their unit entrance doors they must also have the locks rekeyed so that the community master key opens the unit. Without exception, all units must be able to be unlocked by the community master key.
 - l. **Website:** Owners are reminded to visit the CBR website to review important documents including rules and documents, minutes of Board meetings, latest news, etc.
8. **Adjournment:** The meeting adjourned at 11:20 a.m.