

**BAYVIEW CONDOMINIUM
CLEARWATER ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES**

DATE: May 31, 2022
TIME: 5:00 P.M.
PLACE: Bayview Event Room
700 N. Osceola Ave
Clearwater, FL 33755

CALL MEETING TO ORDER 5:05 p.m.

CONFIRMATION OF QUORUM PROOF OF NOTICE

Fred Dykstra, President; Christopher Brzezinski, VP and Kent Larsson, Treasurer/Secretary of Bayview's Board of Directors were present. Frank Parrish and Deborah Ippolito, Managing Agents with Frankly Coastal Management Company were present as well. There were approximately ten owners present.

APPROVAL OF MINUTES

Motion to approve by Fred, to approve the meeting minutes from April 27th, 2022, was seconded by Chris 2nd and approved unanimously. 3:3

PRESIDENTS REPORT - Attached

Fred reported the progress made on the Water Intrusion project. He noted that the construction is ahead of schedule and may possibly be completed early August of this year. The mold remediation proposal was approved and should be scheduled soon. The west area on the 4th floor will be sealed off with a curtain, mold will be cleaned from walls, carpeting and removed from that area. He mentioned the recent AC preventive maintenance, stucco repairs, insurance renewal and Fire safety. Also, some housekeeping items were discussed such as (i.e., trash, pool furniture use, BBQ & Firepit, and gas safety, etc.). Owners were reminded that they are responsible for removal of large items and items they wish to go to "Goodwill" or other charitable organizations. Do not assume that usable items will be taken by other residents.

FINANCIAL REPORT

Frankly Coastal and the Board will discuss the most recent financial report in a separate meeting in the next couple of weeks.

PROPERTY MANAGER'S REPORT – Attached

Deborah recapped the highlights from her report.

OLD BUSINESS

Amendments-Deborah reported that the Amendments are in the recording office and the attorney will return the recorded Amendments first part of next week.

Emergency Access-Deborah provided a list of the keys on hand. It was noted that a day will be set to test the keys on hand. If the Association does not have a working emergency key on hand, management will send a form to the Owners to obtain emergency contact information and will request that a key be provided. A disclaimer noting any Owner who failed to provide emergency access will be responsible for costs incurred to hire a locksmith to enter the unit in case of an emergency.

NEW BUSINESS

On-site Personnel-Discussion ensued regarding the current cleaning person and the desire to find a replacement, since the alternative person can only work once a week or so. The board concurred to obtain 3 bids from cleaning companies. Property Management will obtain estimates by mid-June and forward it to the Board.

2022 Hurricane Plan-The Board reviewed the Plan and noted it was updated for 2022 and that it will be sent via email to all Owners and Residents of Bayview.

Management Website-It was noted that the Hurricane Plan will be uploaded and that updated information and forms need to be accessible from the website. All policies and amended governing documents will be uploaded when available. Estimated time frame is by July 1st, 2022.

Construction Administration-Discussion ensued with Frank as to what is considered part of the Community Association Managers duties. It was noted that the CAM's are not construction managers. The PE Professional Engineer is the one who is engaged to inspect and make sure work is done per specification. Property Management will assist in keeping all related construction documents filed in the Association records and with payment applications and related notices to the residents.

Bayview Invoice Reviews- Questions were directed to property management regarding the review of accounts payable and ensuring that the best service was provided for the lowest price. It was noted that management facilitates obtaining information on various maintenance and repairs issues and it is the Board that decides which contractor to use for the matter and at what price. Managers do not have extensive knowledge in all areas of building construction and when issues arise, they must defer to specialists in that area. Utilities are on direct debit, regular contracted work does not get reviewed every month, only invoices for repairs and/or maintenance that was unexpected is confirmed by review of the quote. Frank will provide access to Kent to review all invoices for payment.

Fire Monitoring Service Company-It was noted that the mother board is a refurbished part and is on order. Large expenses were noted for maintaining the Fire systems. Property Manager will investigate existing agreement and get quotes on other service providers.

Elevator Maintenance-Deborah reported on recent lighting repairs and that a part was ordered for the elevator doors that bounce open before closing.

New Owner Packet-Deborah will be revising and drafting operational information and will develop some sort of welcome flyer for new residents.



Unregistered Bicycles-It was noted that there are still quite a few bikes that are not registered with the Association. Deborah will take pictures and send out an email blast to find the owners.

Establish Board Meeting Schedule – The next board meeting was set for September 13th and the Board agreed to meet quarterly.

708 N Osceola-A petition with a written notice of development plans for the neighboring property was disseminated at the meeting. Discussions ensued that the development might encroach on the Bayview condo property in so far as the view of the bay.

ADJOURNMENT- Chris motioned to adjourn, Kent seconded, and meeting was adjourned at 6:45 p.m.