

Savoy on Palm Condominium Association, Inc.
Board of Directors Meeting
April 5, 2007
Minutes

The Board of Director's Meeting was held April 5, 2007, on the Third Floor of the Savoy on Palm Condominium Association at 401 South Palm Avenue, Sarasota, FL 34236 in accordance with Proper Proof of Notice. The Directors present were Peter Fanning, George Hawley, Wayne Ruben and Morton Siegel and Robert Lindeman. Suzanne Peck was present representing Beth Callans Management Corporation.

Call to Order

Mr. Fanning called the meeting to order at 4:10P.M.

Confirmation of Proper Proof of Notice

Mr. Richardson stated that Proper Proof of Notice was posted according to Florida Statute.

Determination of a Quorum

Mr. Fanning stated that a quorum was established with all five Board members present.

Approval of Minutes

A motion was made by Mr. Fanning to accept the minutes of the Board of Directors meeting of March 1, 2007 and March 15, 2007 as corrected. It was seconded by Mr. Ruben and *the motion passed unanimously.*

Turner Construction Report:

Mr. William Criswell gave an extensive verbal report on various turnover issues.

- Rock Fiester will no longer be full time at The Savoy after two weeks time.
- Punch List – There are 22 items remaining on the in unit punch list and 12 items remaining on the exterior and architects punch list. Mr. Criswell met with Ms. Bruer and discussed 8 points brought to their attention by the Turnover Committee.
- The cleaning of the glass is in process, the tile in the Lobby is under investigation and are being buffed.. Mr. Criswell will follow up on complaints of scratches on the window glass.
- A tracking system has been developed in Excel to track warranty issues. The old warranty issues will be incorporated into that system. All warranty issues are to be reported to the front desk/concierge for them to put in the system for tracking.
- The plexiglass canopy will be cleaned after the end caps are put in.
- The Concierge is to communicate to owners any work being done on the building by any contractor.
- A motion was made by Mr. Lindeman and seconded by Mr. Hawley requesting an outstanding punch list and warranty list printed and presented to the Chairs of the Facility and Turnover Committees. They will then meet with Mr. Fanning to review that list. *The motion passed unanimously.*

President's Report:
Deferred in the interest of time.

Treasurer's Report:
Deferred in the interest of time.

Committee Reports:

Turnover Committee – Mr. Wayne Ruben

Two letters were generated by Mr. Ruben of the Committee, one to Mr. Scott Skidelsky, VP and General Manager of Turner Construction and one to Ms. Elizabeth Breuer, President of P. Wallenberg Development Co., Inc. Both letters were dated April 3, 2007 and read to the Board in their entirety. The letters are *attached and incorporated herein*.

On April 5, 2007, the Committee met with Jeff Hole of Floria, Sharon and Kelly in Ms. Breuer's absence to discuss some of the issues in the aforementioned letter. Crain has received the Project Manual and will need approximately 30 days to digest the information and report back to the Board.

Facilities Committee – Ms. Dina Lareau

This Committee has met several times. An inventory of the entire facility with regard to furnishings has been completed and is in the process of being priced for insurance purposes.

The Committee continues to work on an updated punch list for the Board and Turnover Committee.

Some directives for BC Management were: monitor the mulch per contract, also the landscaping irrigation and request that the front desk/concierge shut off the "in pool" lights in the morning and on at dusk.

The full report, which includes a Landscaping Subcommittee report by Ms. Warnick and a Pool and Spa Report by Mr. Roe, is *attached and incorporated herein*.

Rules and Procedures Committee – Ms. Jane Baisley

The Committee has met on several occasions and is drafting Rule and Procedures to present to the Board at the next meeting.

Life/Safety Committee – Mr. George Hawley.

The Committee met on March 27, 2007 and addressed many and varied issues.

The report is *attached and incorporated herein*.

The Committee also met with the Sarasota Fire Dept. on March 22, 2007. Notes from that meeting are attached and incorporated herein.

Jerry Elden, Committee member, reported and made recommendations for Common Area lighting power savings. The report is attached and incorporated herein.

It was reported that all gas bills go to the Association and not broken out by unit. It will therefore, be necessary for Concierge/Maintenance to read the gas meters on a monthly basis in order to be able to assess owners for their individual usage. Bills are paid quarterly.

A determination was made that a "special needs" form should be on file in the event of an emergency. This form can then be referenced by the Fire Dept./ EMS to assist people when evacuating the building.

Budget/Finance Committee – Nancy Lindeman

The Committee is working on recommendations and a report to be presented to the Board in two weeks time.

Mr. Fanning will meet with committee chairs next week and Ms. Lindeman to amend the current budget for small expenses.

Mr. Lindeman will put the budget on the newly developed web site.

Social/Communication Committee

This Committee has not yet been formed.

Grievance/Compliance Committee – Mort Siegel

This Committee has developed both a formal and informal procedure for the handling of complaints and grievances; both of which will involve the President of the Board and confidentiality. The complete report to the Board is *attached and incorporated herein*

Mr. Fanning made a motion to accept the report for consideration and the motion was seconded by Mr. Lindeman. *The motion passed unanimously.*

Management Report:

- Cell phones were purchased for the front desk/concierge/maintenance to be used when away from the Front Desk so that they may be contacted during working hours
- Front desk/Concierge hours will be extended effective April 16 with Board approval at no increase in cost. The new hours will be: first shift 7AM to 3PM, second shift 1PM to 9PM.
- Parking – sign companies are being contacted for design and price quotes for three signs. Two in the front driveway to read “Resident Parking – 30 minutes”, and one to read “Guest Suite Parking for the interior of the garage. Employees have been requested to use street parking first, visitor parking second.
- Pool – Management is working with Mr. Roe regarding pool and spa issues. Management is waiting for new bids for pool maintenance contracts. Jim Trynor will be going to “pool class” to obtain his recertification.
- A motion was made by Mr. Hawley, seconded by Mr. Lindeman to accept the Pro Bell proposal for required maintenance for a five year duration with a proviso to terminate with 30 days notice without cause. *The motion was passed unanimously.*
- Wind Mitigation Form – Management is investigating several options to have the form filled out.
- The housekeeping employee will be taking a three week absence and BC Management is in the process of securing coverage for that period.
- Mr. Richardson and Mr. Hawley are working together regarding the wet flow system (sprinkler heads, back flow and fire pump)
- Quotes have been obtained, with others to come, regarding the mandatory inspection of fire extinguishers in the building.
- AES – The Association has been billed for service calls regarding the fire alarm system for approximately \$5500 of which only \$600 appears to be an Association expense. Mr. Richardson is attempting to get a further breakout of this billing.
- A reminder was made that boxes for recycling should not be put down the trash shoot.

New Business:

A Medical Emergency Sub-Committee was established consisting of Mr. Fanning, Mr. Lindeman and Ms. Kaulkin. Ms. Kaulkin will donate the software needed for the project

Owners Comments:

- An owner commented on how impressive it was to see people working together and contributing their vast and varied skills for the benefit of the Association.
- Mr. Eldon requested of the Board that the Association employ a handyman for both the Common areas and unit owners benefit. The Board will take the request under advisement.
- There was discussion among owners expressing their concern regarding job performance measured against job description of Beth Callans employees. It was requested by Mr. Fanning that these concerns be communicated to Mr. Richardson

Adjournment

There being no further business a motion was made by Mr. Siegel and seconded by Mr. Ruben to adjourn at 7:20PM. *The motion passed unanimously.*

Respectfully Submitted,

Thomas L. Richardson, LCAM
Beth Callans Management Corporation