

## The Savoy On Palm Condominium Association, Inc.

### Board of Directors Meeting Minutes

October 18, 2012

**Call to Order:** The Savoy on Palm Board of Directors Meeting was held on October 18, 2012 on the Third Floor of The Savoy on Palm Condominium at 401 South Palm Ave, Sarasota, Florida 34236. The meeting was called to order by Lynne Gross at 4:00 p.m.

**Determination of a Quorum:** Board Members present were Lynne Gross, Nancy Lindeman, Bill Roe, Mort Siegel, and Peter Fanning. It was confirmed that proper proof of notice of the meeting had been conveyed.

#### **Approval of Minutes:**

1. **MOTION** – (Peter Fanning) To approve the minutes from the April 19, 2012 Board meeting and the May 3, 2012 Special Board Meeting, with a correction to the date on the May 3, 2012 minutes. Motion seconded by Mort Siegel. Motion passed unanimously.

**President's Report:** Mrs. Gross presented the attached report.

**Treasurer's Report:** Bill Roe presented the attached report.

2. **MOTION** – (Nancy Lindeman) To accept the Treasurer's report. Motion seconded by Mort Siegel. Motion passed unanimously.

**Building Manager's Report:** Bill Veal presented the attached report.

Bill Roe made the recommendation that the Elevator Committee be reinstated to address the issues with the elevator noises. A brief discussion was ensued amongst the Board; Lynne Gross asked to table this issue until the next meeting, until more information could be gathered.

**Facility Committee Report:** Peter Fanning presented the attached report, and gave a brief update on the landscaping since Bea Elden could not be in attendance.

**Finance Committee Report:** Bill Roe presented the attached report.

3. **MOTION** (Lynne Gross) To approve Tyack CPA to complete an Audit of the 2012 Financial Statements. Motion seconded by Nancy Lindeman. Motion passed unanimously.
4. **MOTION** (Nancy Lindeman) To approve the modifications to the 2013 Reserve Plan. Motion seconded by Mort Sigel. Motion passed unanimously.

**Civic Activity Reports:** Jerry Elden presented the attached report. Peter Fanning gave an update on activities that occurred over the summer and new items that are taking place downtown.

#### **Old Business:**

None at this time

#### **New Business:**

- The Savoy on Palm Employee Handbook

5. **MOTION** (Mort Siegel) To approve the Employee Handbook and approve the Association's contribution for the employees to purchase individual health plans at a maximum amount of \$400 per month per employee. Motion seconded by Bill Roe. Motion approved unanimously.

Mort Siegel made a recommendation that the Board consider taking the necessary steps needed to register Palm Ave. as a Neighborhood with the City of Sarasota.

**Owner Comments:**

Bob Lindeman commented that he is dissatisfied with the appearance of the garage floor on the second floor of the garage. His opinion is that they did not do a good job. Lynne Gross asked Bill Veal to contact the manufacturer's rep and set up a meeting to verify that the job was done correctly.

**Adjournment:** There being no further business, the meeting was adjourned at 5:14 p.m.

The Savoy on Palm Condominium Association

President's Report

October 18, 2012

Welcome back. Although we had several severe storms in SW Florida this summer, our building and surrounding property did not suffer significant damage. Thanks to our staff, things were cleaned up and put back in place in short order. We did make a modification at the entry that will prevent water from entering without causing a tripping hazard. I will let Bill Veal do into more detail about the maintenance of the building.

Just to sketch out the activities that will occur before year end. This is our planning and budgeting time of the year. Our hope for this meeting is to present the budget, discuss it and make modifications if necessary. The proposed budget will be mailed to all owners early next week. At our next Board Meeting on November 15<sup>th</sup> 2012, the current Board will discuss and approve the Budget for 2013.

The Owners Meeting or Annual Meeting will follow the November 15<sup>th</sup> Board Meeting. There will be some financial items subject to the approval of the Owners members; however, there will be no election this year. There are three Board vacancies, Mort Siegel, Bill Roe and my position. Mort Siegel and I are resigning. I would like to personally thank Mort who has served on the Board for 6 years since the inception of our Association is 2007. The contributions Mort has made of his talent and time have been invaluable and are very much appreciated.

Bill Roe has kindly agreed to serve another term; thank you so much Bill. I have so much confidence in Bill and your financial team concerning the financial interests of this Association.

So the two vacant positions will be filled by Dick Rivera and Wayne Ruben, who have filed the documents to serve on the Board in 2013. So the New Board appointed at the Annual Meeting will be: Bill Roe, Nancy Lindeman, Peter Fanning, Dick Rivera and Wayne Ruben. Typically, immediately following the Annual Meeting the New Board has a brief meeting in which officers are appointed and the Board Meeting schedule for 2013 is agreed upon.

Respectfully submitted,

Lynne Gross  
President, The Savoy on Palm

**Treasurers Report to  
Savoy on Palm Board of Directors-October 18, 2012  
(for period: Jan 1, 2012 to Sept 30, 2012)**

**Balance Sheet- Summary of Accounts(9/30/2012)**

**Assets**

Operating Accounts	\$118,324
Reserve Accounts	\$474,867
Prepaid Expenses (Insurance)	<u>\$56,733</u>
Total Assets	<u>\$649,924</u>

**Liabilities**

Tax Payable	\$63
Prepaid Maintenance Fees	<u>\$76,615</u>
Total Liabilities	<u>\$76,678</u>

**Members Equity**

Total Liabilities and Members Equity	<u>\$573,246</u> <u>\$649,924</u>
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**Income Statement**

**Income**

All income is to Budget

All Member Quarterly Assessments due 10/01 were paid early or on-time.

**Operating Expenses**

For September, Operating Expenses were \$4,648 under Budget  
 For 2011 YTD, Net Positive Cash from Operations \$16,784 under Budget  
 Significant negative deviations from Budget YTD are the following:

Taxes-Income	(\$1,424) over Budget
Repairs and Replacements	(\$3,772) over Budget
-Balcony Pressure Washing – (\$6,000)	
Miscellaneous Expense	(4,356) over Budget
Owner's Party	(\$2,600)
Lobby Lampshades	(\$1,000)
North East Gate Light	(\$2,221)
Add Cameras Gym & Pool	(\$1,993)

At 2012 Year End, we are conservatively predicting to be \$6,000+- under Operating Budget

Reference: See attached September, 2012 Financial Statement

**Reserve Account Expenditures(2011 & 2012)**

2 <sup>nd</sup> Floor Garage	\$18,960 (2011)
Recumbent Bike	\$2,503 (2012)
Stretch Mate	\$1,759 (2012)
2 Treadmills + other equip	\$7,586 (2012)
Cabana Ice Maker	\$2,439 (2012)
Fire Sprinkler Valve	<u>\$1,500 (2012)</u>
	\$34,747

Attached: Sept, 2012 Balance Sheet and Operating Statements  
 Gateway Bank monthly report of Accounts

**The Savoy on Palm Condominium Association, Inc.**  
**Building Manager's Report**  
**10/18/2012**

- **Life Safety System Test & Inspections Completed**
  - o Fire Extinguishers 4/12
  - o Annual Fire Alarm 8/12 (Repairs needed \$563)
  - o Annual Fire Sprinkler System 8/12 (Repairs needed \$405)
  
- **2013 Paint Project**
  - o We currently have 4 proposals for the exterior paint project. The companies that were asked to bid and there proposed prices are:
    - Artistry Painting (\$104,567)
    - Service Painting (\$122,296)
    - R. L. James (\$158,245)
    - Renovations & Pro Coatings (\$169,171)
  
  - o I would like for the Board to look over the Specifications and the proposals, and I will make a recommendation at the next Board Meeting. I would like to have a signed contract before the end of the year so we can lock in the current labor and material costs before any increases occur.
  
- **Summer Projects Completed**
  - o Exit light replacement
  - o Pressure Washing – garages, front entry, sidewalks, cabana, pool entry, exterior stairs, roof terrace, and 3<sup>rd</sup> floor terrace.
  - o Painted steps from in stairwells 1 & 4 from 3<sup>rd</sup> floor down
  - o Touch up painting
  - o Balcony pressure washing
  - o Worked with Scott Paint on paint spec
  - o Paint project proposals
  - o Budget prep
  
- **Other Notable Items Completed Since April Board Meeting**
  - o Replaced a faulty fire alarm pull station at unit 901 rear corridor
  - o Replaced the water supply valve on the 3<sup>rd</sup> floor washing machine
  - o Replaced the thermostats on the 3<sup>rd</sup> floor water heater
  - o Vacuumed all 4 stairwells from top to bottom
  - o Sent out contract cancellation letters to Waste Services (cardboard dumpster), East Coast Fire Protection (fire sprinklers), and Advanced Engineered Systems (fire alarm). I went round and round with Waste Services and AES over the cancellation of the contracts, but after many emails and phone calls, both companies agreed to terminate the contract. New contracts have been started and will save the Association approximately \$9,000 per year without sacrificing any services.
  - o Supervised quarterly inspections of fire sprinkler system
  - o Replaced the faucet in the women's pool bathroom
  - o Completed an onsite audit with a rep. from the worker's compensation carrier
  - o Had a leak repaired inside the ceiling of the 3<sup>rd</sup> floor hallway leading to the gym
  - o 1102 Master Bath window leak. I water tested and made repairs that were accessible. Had Dutchman Window out to repair the areas that were inaccessible.
  - o There was quite a bit of wind driven rain blown under the lobby doors (TS Debbie), had American Glaziers here to remove and re-seal the threshold and install new weather strip on the threshold.

**The Savoy on Palm Condominium Association, Inc.**  
**Building Manager's Report**  
**10/18/2012**

- Prepped and touched up paint on roof terrace planter walls.
- Had some dead wood removed from the oaks overhanging unit 301. Also sought out proposals for tree trimming for the entire property from other companies.
- Had the new pole light installed at the back gate.
- Had cameras installed at the pool area and in the gym.
- Replaced a faulty fire alarm pull station at unit 401 stairwell #1
- Replaced the main control board on the pool heater
- Replaced both control pads for the domestic booster pumps.
- Had a capacitor replaced on the a/c unit for the pool hall and bathrooms.
- Had a trouble on the fire alarm system that I could not locate. Had to call out the fire alarm company to help me trouble shoot it. It turned out to be a faulty module on the roof.
- Elevator #2 was down for 11 days while a new drive controller was ordered and replaced. We will be receiving a \$550 credit on our next quarterly billing for the downtime.
- Reviewed monthly Financial Statements and sent my notes to Mr. Roe
- Processed A/P bimonthly

Respectfully Submitted,

Bill Veal

## SUMMARY REPORT FACILITIES COMMITTEE TO BOD 10.18.12

1. The City finally approved the installation of a Fiberglass Pole and fixture to illuminate the back gate area. The pole has been installed and from all reports is more than satisfactory.
2. The Committee is asking the Board to approve an expenditure up to \$250.00 so that Bill Veal may repair sheetrock damage in the second floor lobby.
3. The tile floors in the elevators are starting to crack in several locations and need to be replaced. The problem is that the particular tile in the elevators is no longer available which will necessitate a complete replacement. This expense should be treated as charge against the Reserve Fund. The suggested polishing of the elevator tile that would have taken place with the lobby polishing project should be deferred until Bill can get an estimate for replacement of the elevator tile.
4. Outdoor lounge furniture still is awaiting Board approval for the recommendation we made at our last meeting to recover. We received an estimate in May as follows: \$415 for each lounge chair; \$295 for each chair and ottoman combination; and \$108 for each single chair. We have 6 lounge chairs, 8 chair and 2 ottoman combinations and 28 single chairs. Total would be about \$8,464.00 to do all outdoor furniture. See chart below:

### Pool:

- 6 Chaise lounge - \$2490
- 4 Chair & Ottoman - \$1180
- 20 chair only - \$2160

### Guest Suite & Private Lounge

- 4 Chair & Ottoman - \$1180

### Roof Terrace

- 2 Chair & Ottoman - \$590
- 8 Chair only - \$864

(This estimate is 5 months old and may need to be updated, but these numbers should be in the ballpark.

5. Peter Fanning gave the Landscape report for Bea Elden who was unable to attend the Board meeting.
6. The Fall flowers are scheduled to be planted at the end of October. That includes not only the front bed, the six pots, (have already replaced the Mandeville in the front planters with new plants), but also the pool area and the 2 grill area planters. There will be some changes along the building wall at grill area, and the old Mexican Petunias are being replaced with Croutons, that will possibly be installed this Friday, October 19.

**Finance Committee**  
**Report to Savoy Board of Directors**  
**October 18, 2012**

**Financial Statements**

As reported to the Board at the Feb, 2012 meeting, we recommend an Audit of 2012 statements to be performed in the spring of 2013. The cost will be \$3,750 for the Audit plus \$200 for the Tax Return. We have identified the Auditor to be Tyac, CPA of Sarasota. We have included \$4,000 in 2013 Budget for this work. (Motion to approve the selection of Auditor)

**Investments**

-No change with investment plan.  
-All Savoy monies are at Gateway in the continuing program that assures full FDIC Insurance for all accounts and with a 'locked-in' return of 1.20% on all funds.

**Budgeting**

The proposed 2013 Budget is attached and notable adjustments will be discussed by line item during the meeting. (Motion for Board recommendation of the Proposed 2013 Budget to be presented for approval to the Members at the Annual Meeting on Nov 15, 2012).

**Insurance**

Insurance cost and budget information is shown below:

	<u>2012 Actual</u>	<u>2013 Budget</u>
Workers Comp	\$2,903	\$4,500
All Other Insurance	\$66,842	\$73,600

Workers Comp insurance will be shown as a separate line item in the 2013 Budget and Operating Statements beginning Jan 1, 2013.

**Reserves**

The Reserve Plan has been adjusted as indicated below:

- Painting entire Building, Wall, and Cabana in June, 2013- increased from \$75k to \$100k
- BBQ grill replacement moved to 2014
- Computer replacement moved to 2014
- 2013 Replacement of cushions on pool furniture added for \$8.5k
- 2013 Elevator floor replacement added for \$6.5k

We continue to be fully funded to the end of the Plan in 2037. Next year is notable in that it will be the first year that we will spend more than we take in.

Attached: 2013 Proposed Budget and Worksheet

# **CIVIC ACTIVITY REPORT 10/18/2012**

## **1) Vagrants—**

**Police Dept. has stepped up their surveillance and arrest activity in the downtown area.**

**Over 100 arrests have been made over the last 4-6 weeks, targeting the most egregious panhandlers, disturbers of the peace etc.**

**5 Points Park and 1<sup>st</sup> street are almost clear of the young vagrants, although others have moved to Main and Gulfstream.**

**Richard Martin, former Mayor, says not enough is being done to help those that are trying to find work. His organization appears not to be too effective.**

## **2) Mooring Field**

**35 permanent anchors have been installed of an eventual 100+, and the operation of the Mooring Field will officially start end of this month, with payments of \$250/ month to use these anchorages. Vessels up to 60 feet can be moored, with pump out facilities, laundry, showers and other amenities available for anyone using this facility,**

**This is the beginning of eliminating sewage dumped into the bay, derelict vessels being driven on shore by storms and the city having to collect and dispose of these vessels. It will also reduce the number of undesirables coming into downtown.**

## **3) City landscaping ( traffic circle to the Savoy)**

**Landscaping has been installed by the city from the new traffic circle to the Savoy. Maintenance has been spotty. There are some dead plants that have not been replaced, and garbage seems to collect in that area.**

**I have been in touch with various city officials to improve the maintenance schedule, to replant where necessary and to plant bushes around the Comcast equipment boxes, that are painted an off white. Comcast, after extensive work to find out who owns that equipment, has refused to paint them green, due to heat sensitive equipment inside. I am trying to get the city to do planting of bushes around all that electrical equipment.**

**Respectfully submitted,**

**JP Elden**