

Board Meeting Minutes

TOWN SHORES OF GULFPORT #216, INC.

NOTTINGHAM

September 24, 2024, 1:30 PM

Town Shores Conference Room

Call to Order

David Goldman, President, called the meeting to order at 1:30 PM.

Roll Call

A quorum of the Board was present with David Goldman, Cheryl Heal, Pip Quillin, Terry Libich, Ron Gregory (via phone), Don Cameron (via phone), David Richardson (via phone),

Minutes Approval

Dave Goldman moved to approve the minutes for 08/22/24 as written. There were no board member objections, and the minutes were approved unanimously as written.

Reports

President Report

Dave Goldman noted there had been several new contractors working on the property that had not submitted the required documents to the board stressing that it is the owner's responsibility to ensure their contractors have met all requirements prior to work. They must have a valid Florida contractor's license, insurance and worker's comp and must read, acknowledge and sign the Nottingham Contractor Rules document.

Treasurer Report

Terry Libich reported operating cash of \$190,407.92; other cash \$608.00; and reserve cash of \$606,661.42, for total assets of \$797,377.34 as of the end of August.

Landscape Committee Report

Pip reported that things are on track to remove previously identified vegetation including the plantings along the island by the shed which shall be replaced with new native plantings. In addition, large boulders were placed in several large gaps which existed

between the first-floor walkway hedges to deter people from cutting through to get to the parking lot.

Unfinished Business

- West stairwell update – Dave Goldman explained that the permit for the west stairwell was just denied by the city citing the handrails had to be brought up to code. The possibility of this was anticipated prior to submitting the request for the permit. The Structural Restorations engineer had several back-and-forth discussions and correspondence on the subject with the City Inspector, Clark Striker. At that time, Mr. Striker, after doing internal research, deemed we did not have to update the rails as only the treads were being replaced and the structure of the handrails wasn't going to be touched. Two weeks after submitting our permit application, with engineering drawings, their office denied the permit. Structural Restorations and the engineering company contracted to do the drawings are pursuing this with the city.

The east stairwell update - Belt Engineering is working on required drawings and should have them ready by Wednesday. If approved by the welding contractor, Fortunate Fabrication LLC, the drawings will be submitted to the city for approval and permit.

- Roof Renovation – We have engaged Beryl Engineering to be our roof consultant/project manager. We hope to have their engineer out this week to inspect the roof and prepare a project plan to put out for bidding.

An inquiry was made as to whether the A/C units on the roof had to be put on pedestals and if the individual unit owners were responsible for that cost. Dave Goldman stated that the building was responsible for this cost only to the point of raising and reconnecting the units. He explained that because the building was modifying a common area which disrupted the units, the building bears the responsibility.

The possibility of a \$3,000.00-\$3,500.00 Special Assessment in addition to sending out a call for a building vote in the 30-day Annual Meeting Notice to transfer \$50,000.00 from the paving reserves to the roof reserves were revisited. Both items had been discussed at previous Board meetings this year

- Vote to remove all vegetation in the bed on the northwest corner of the carports (discussed 8/22/24). Dave moved to proceed with this project, Terry Libich seconded the motion, and it passed unanimously.

- Explain/show Guest vehicle parking tags – Dave explained that packets containing the new parking passes would be passed out to the floor captains within a week. Residents are instructed to obtain a pass for a guest who will be staying for 2 or more nights. If a floor captain is unreachable, then see any board member.

New Business

- Discuss & vote on proposed 2025 annual budget draft – Terry Libich discussed the thought processes that went into the juggling of amounts funded for the various reserves required by the SIRS report. Concerns regarding being underfunded were discussed. Also discussed was the “My Safe Florida Home” program which could potentially provide \$1,000.00/unit for the roof replacement. Dave said there has been no forward progress by the state on this matter and no funds are currently available. Dave moved to approve the proposed budget to be sent out with the 30-day notice for review, Cheryl Heal seconded the motion and the vote passed unanimously.
- Discuss & vote on contract to repair and paint the carports – Dave and Cheryl Heal reported that there are spots which are in serious disrepair. Dave stated prior to proceeding with the repair contract in hand, he wanted to first engage a company to inspect all the connections of the carport to ensure that all screws are of the correct type and condition prior to having the painting performed. He indicated the process would take about 3 weeks with each section needing alternative parking for 3-4 days. Dave motioned to accept the B&H Painting proposal with a not to exceed amount of \$26,000.00. Pip Quillin seconded and the motion passed unanimously. A second motion was made by Dave to accept B&H hourly rate for \$49.50/hour for any repairs that were needed, to be approved on a case-by-case basis via change orders. Don Cameron seconded the motion, and the motion passed unanimously.
- Discuss recent vandalism and malicious acts committed on Nottingham property – Dave reported very recent incidents that occurred in the building. Someone had drilled a small hole into the stainless-steel panel of the elevator switch panel which resulted in several scratches around the hole as well. An elevator door failed to close (3rd floor) that occurred within an hour after someone witnessed an unauthorized entry into the Elevator Room. The exact same door failure occurred a second time within 48 hours of the first incident (1st floor).

Next, after a resident reported no hot water. A plumber was called and discovered two (2) water supply valves to the tankless water heaters had been manually turned off. After this, all locks to Board controlled utility and service rooms were rekeyed. The very next night (after the water valve issue), a resident again reported no hot water. After investigation, it was found that someone had entered the boiler room and manually flipped the two (2) switches to the recirculation pumps. The boiler room door, although rekeyed and being a metal fire door, did not have a latch plate guard. One was then installed. Expensive service calls were made for both elevator incidents as well as the first boiler room incident. Police were called and reports were filed. Police said reports would remain open and to call immediately if any further incidents occurred.

- Discuss acceptable decorum in common areas and address recent harassment of residents and Nottingham Board Members - Various incidents of unacceptable language and character attacks were presented by individuals. The Board, as well as many members present at the meeting agreed that **everyone** must do a better job of trying to get along, be respectful, and a better neighbor to others.
- Discuss and vote to award contracts to install surveillance cameras and internet service on Nottingham property. Dave moved to accept the Spectrum bid to install internet/WIFI service to be used for the camera system at a cost of \$64.99/month for the first year with no installation fee. Ron Gregory seconded the motion, and it passed unanimously. This will be installed September 26, 2024. Dave then made a motion to accept the bid from Mavik Technologies for a cost not to exceed \$12,500.00. Terry Libich seconded the motion, and it passed unanimously.
- Storage Rooms – Many storage areas have items on the floor in the storage rooms blocking access. Dave said he and Cheryl would visit each room and identify issues, and that floor areas needed to be kept clear. There is at least one storage unit that does not have a lockable door. These will be identified and rectified.
- Welcome new residents and announce units up for sale - The Board and building would like to welcome residents May Collins (410), Steve and Sharon Conely (215), Beth Stauffer (611), and Clive Draper (308). Dave also said units 501 and 205 are for sale.
- Nottingham 50th Anniversary Party Update (Terry Cote) – Terry Cote stated there will be two menu items for the November 16th party to choose from, that being

chicken parmesan and roast pork with at a cost of \$35.00/plate. The party is from 5:00 pm to 9:45 pm.

Terry said you may either drop the money off with her, or if unable to, call and she will pick it up. She requested cash only, so she wouldn't have to deal with banks or checks.

Terry thanked everyone who has already donated for decorations and other expenses and that further donations would be appreciated.

The Board would like to thank Terry Cote for all her effort and hard work!

- Carport Rummage Sale (Terry Cote) – Terry said she would like to help organize a rummage sale and felt that with snowbirds yet to arrive, and the holidays coming up, that it be held sometime in mid-January. Dave Goldman motioned to have the rummage sale in January with the date to be determined. Cheryl Heal seconded and the motion passed unanimously.

Brief Open Forum

Dave asked that with the upcoming hurricane, all first-floor residents bring in any loose patio furniture

Adjournment

With no further business, Dave Goldman moved to adjourn, Cheryl Heal seconded and the meeting was adjourned at 3:28 PM.

Respectfully submitted,
Ron Gregory, Secretary
9/25/2024