

# Board Meeting Minutes

**TOWN SHORES OF GULFPORT #216, INC.**

**NOTTINGHAM**

**April 16, 2024, 10:00 AM**

**Town Shores Auditorium**

## **Call to Order**

David Goldman, President, called the meeting to order at 10:00 AM.

## **Roll Call**

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

## **Minutes Approval**

Dave Goldman made the motion to approve the minutes for 4/5/24 as written. Don Cameron seconded, and the minutes were approved unanimously as written.

## **Reports**

President's Report – None.

Treasurer's Report

Terry reported operating cash of \$210,298.39; other assets of \$630.00; and in our reserves, we have \$516,546.90 for a total of \$727,475.29. He stated that as all pipe relining special assessment payments, and contractor invoices have now been paid, he will ask Condominium Associates (CA) to close that pipe relining special assessment account so we may determine the final amount of remaining funds.

## **Unfinished Business**

- Parking Lot Repair & Sealing Project – Dave Goldman, cited our previous board meeting where the board voted to choose a specific repair method and not to exceed the amount of \$35,000. He then made the motion to award Arrow Asphalt the contract for an amount not to exceed \$35,000 (their quote was for \$28,450.00). Ron Gregory seconded the motion and the vote passed unanimously.

Dave went on to discuss the requirement to move any vehicle that remains onsite when the time comes to repair the parking lot. Forms were completed by many owners identifying who would be responsible for moving their car. Parking options

were discussed, and Dave is making inquiries with neighboring buildings for availability of guest parking. The project is expected to take 4 days.

- Roof Repair Update – Don Cameron and Ron Gregory were asked to speak about the efforts made to date. Don went on to explain the several options that had been presented to us such as foam, APOC coating and TPO roofing systems from several contractors.

Don spoke of the number of contradictions we received regarding the composition of our roof, whether it was light weight concrete or gypsum. Adding another layer of complexity was the fact that the building waterlines are fastened across the entire roof. Some roofing options would require the lines to be lifted, others would not.

The need to research maintenance programs and costs offered by the contenting contractors was discussed.

Stairwell repair – Dave Goldman made the motion to vote on a not exceed price of \$85,000.00 to replace the west stairwell so that we may execute a contract once we have selected a specific contractor. Ron Gregory seconded the motion, and the floor was open to discussion. After discussion, Dave called for a vote to replace the west end stairwell with open precast concrete steps with no risers, at a cost not to exceed \$85,000.00, and give the board the authority to authorize a contract prior to the next meeting. Ron Gregory seconded the motion and the vote passed unanimously.

## **New Business**

- Structural Integrity Reserve Study (SIRS) – Dave Richardson spoke of the engineering firms he was able to speak to and receive quotes from. Those being Beryl Engineering and Felten Property Assessment Team (FPAT). Beryl quoted \$7100.00 with the offer of a \$1,000.00 study update fee after 2-3 years; and FPAT quoted \$5,000.00 with a study update cost of \$2,500.00.

Ron Gregory explained the SIRS is a new Florida mandate (SB 4D and SB 154) which was created by the state to prevent another tragedy like the Surfside condominium collapse.

The SIRS must be completed prior to 12/31/24 by a specially licensed inspector, or the Association shall be fined, and the Board found to be in breach of their fiduciary responsibilities.

The product of the SIRS will be an outline of specific components relating to the structural integrity and safety of the building identified in Florida Statute 718.112(2)(g) at a minimum, as well as any other component with a cost exceeding \$10,000.00. This outline shall contain the remaining useful life of each component and the anticipated reserves required to repair/replace at the end of that life.

Dave Goldman then called for a vote to choose either Beryl Engineering, FPAT or neither firm. The vote went as follows: Dave Richarson – Beryl, Cheryl Heal – Beryl, Ron Gregory – Beryl, Dave Goldman – Beryl, Don Cameron – FPAT, Terry Libich – FPAT and Pip Quillin – FPAT. The vote passed for Beryl, 4 votes to 3.

- Walkway Repair – Dave Goldman made a motion to approve walkway concrete repair in an amount not to exceed \$12,000.00. Don Cameron seconded the motion. The floor was open to discussion, and it was explained that several cracks and water intrusion damage (spalling and chipping) have occurred on the walkways. Dave called for a vote to authorize the concrete repair at a cost not to exceed \$12,000.00 and to award the contract after receipt of a couple more bids. Ron Gregory seconded the motion. The motion passed unanimously for the repair following the scope of work outlined by Structural Restoration.
- Move Funds from Paving Reserve to Roofing Reserve – Dave Goldman moved for a vote to approve moving \$50,000.00 from the paving reserve to the roofing reserve. Terry Libich stated that the board would not have that authority until 1/1/2025. It currently requires 51% vote of the units. After explanation and discussion of the need to bolster the roofing reserve, Dave amended the motion to call for a building vote through a special mailing to approve moving the \$50,000.00 as stated above. Terry Libich seconded the motion. The motion was carried unanimously.
- Landscaping Contract – Pip Quillin reported that Joe and Ellie Guearriello had called and interviewed several landscape companies, even visiting some of

contractor's current client sites. They found Judah's Lawn Care to be extremely competent and personable. Joe and Ellie pointed out several shortcomings our current landscape service had, and in addition, Judah's pointed out deficiencies they noted. Judah's offered to perform a "one-time" reduced price visit to rectify all deficiencies bringing our landscape up to par. The work performed was notable.

Dave made the motion to execute the contract with Judah's Lawn Care at a cost of \$875.00 per month for 42 visits per year. Dave Richardson seconded the motion and the motion passed unanimously.

- Elevator Contract – Dave moved to discuss extending the existing contract with TK Elevator for an additional three (3) years. Dave Richardson seconded the motion. After discussion and consensus that TK Elevator was the best choice, Dave called for a vote to accept the discounted offer of \$218.54 per month for a three (3) year extension. Terry Libich seconded the motion. A vote was taken, and the board voted unanimously to approve the contract extension.
- Building Hot Water Issue - Dave discussed the water temperature issues and shower cartridges generally being the problem. The new "Water Problem Report" form located on the Nottingham website was discussed and owners were urged to complete the form and return it to a board member when experiencing trouble.

**Brief Open Forum** - None

### **Adjournment**

Dave moved to adjourn the meeting. Ron Gregory seconded the motion. With no further business to discuss, the meeting was adjourned at 11:33 AM.

Respectfully submitted,  
Ron Gregory, Secretary  
4/16/2024