

# CHATHAM House, No. 202, Inc.

## Board of Directors

### REGULAR Meeting AGENDA

**DATE/DAY/TIME: September 25, 2024, Wednesday at 9:00 AM**

**LOCATION: Town Shores Clubhouse Auditorium, 3210 59<sup>th</sup> Street S, Gulfport, FL 33707**

**ZOOM/DIAL-IN: Join Zoom Meeting**

<https://zoom.us/j/92023005506?pwd=clExZDJ5VU1Lcm5mcXF1Vk1FTmovUT09>

Meeting ID: **920 2300 5506**

Passcode: **CHATHAM**

1. Roll Call
2. Read and or Waive, past minutes of meeting on 8-20-24 (sent to BOD 9-9-24)
3. Reports: President/Treasurer  
Vice Presidents  
Secretary  
Directors  
Property Manager  
Masters Delegates  
Committees Budget , Building Maintenance, Communications, Landscape, Preparedness
4. Unfinished Business SIRS Final version  
Electronic Voting - Proposal info sent to BOD 9-10-24

**MOTION:** WHEREAS, Section 718.128, Florida Statutes, authorizes condominium associations to conduct elections and other unit owner votes through an online voting system; and to authorize the Chatham Association to conduct such votes as permitted by the statute. This includes:

- (1) That all members shall receive notice from the Chatham Association of the opportunity to vote through an online voting system and all members eligible to vote through the online voting system shall receive an opportunity to consent to voting through said system.
- (2) That all consents from eligible members must be received, in writing, by filling out the form on the online voting system. An eligible member must consent to online voting through the online voting system no later than twenty-four (24) hours prior to a meeting for which a vote will be required.
- (3) That the Chatham Association shall give all members eligible to vote who have consented to casting their vote through the online voting system the opportunity to opt out of the online voting system. An eligible member must opt out of online voting through the online voting system no later than thirty (30) days prior to a meeting for which a vote will be required.

**MOTION:** Recommendation that Condominium Associates be the vendor to administer an Electronic Voting system for the Chatham

5. New Business CA Bankers Document  
Cleaning Issues
6. Open Discussion Three (3) minutes will be allotted for each owner wishing to speak. Maximum number of speakers per meeting are six (6).
7. Adjourn

*Next Regular Meeting Tuesday, October 15, 2024 at 10 AM TS Clubhouse Auditorium*

### *Chatham Board of Directors*

*Chatham By-Laws:* No notice of a BOD meeting shall be required if the directors meet by unanimous written consent. The Directors may, by resolution duly adopted, establish regular monthly, ... meeting. If such a resolution is adopted, no notice of such regular meetings of BOD shall be required. Chatham resolution adopted 12/4/2023.

*FL Statute 718:* Except in cases of emergency or when longer notice is required by law, notice of board meetings must conspicuously be posted on the association property **at least 48 continuous hrs. in advance of each meeting.**

*HB1021* changes effective 7/1/2024

8/27/24 created  
9/9/24 updated  
9/10/24 mail, blast & post

**CHATHAM Building, No. 202, Inc.**

**Board of Directors**

**Regular Meeting**

**Minutes**

**Approved 11.19.24**

**September 25, 2024**

At 9:02 AM EST, President opened the Chatham Regular Board meeting on Zoom and in-person at Town Shores Clubhouse Auditorium

1. Roll Call

President-Treasurer	Barney Brill	Zoom
Vice President	Ute Swerdloff	Absent with notice
	Tom Moneypenny	Zoom
Secretary	Ruta Misiunas	Zoom
Directors	Bob Girard	Zoom
	Lisa Glegg	In-Person
	Gary Simms	In-Person
Property Manager	Amy Ringel	In-Person
Masters Delegates	Ken Branch	Not present
	Michele Lamontia	Not Present

Committees

Budget	Barney Brill	Bob Girard	Tom Moneypenny	Doug Hoagland-NP
Building	Gary Simms	Lucien Swerdloff-NP		
Landscape	Ute Swerdloff-NP	Diane Scarbrough		
Communication	Ruta Misiunas	Sandra Branch	Sherry McBay-NP	
Preparedness	Gary Simms	Ken Branch-NP		

2. **MOTION:** Reading of previous 8/20/24 minutes waived and accepted as written  
Tom Moneypenny/Barney Brill 2<sup>nd</sup> Adopted 6/0

3. Reports: ★ Uploaded to Condominium Associates, Town Shores of Gulfport-Chatham; posted and email blasted

President/Treasurer	★	Masters Delegates	None
Vice Presidents	★	Property Manager	None
Secretary	★	Committee Reports	None
Directors	None		

4. Unfinished business

- SIRS final report received and distribution notice sent to membership
- Electronic Voting

**RESOLUTION:** WHEREAS, Section 718.128, Florida Statute, authorizes condominium associations to conduct elections and other unit owner votes through an online voting system; and to authorize the Chatham Association to conduct such votes as permitted by the statute. This includes:

**CHATHAM Building, No. 202, Inc.**  
**Board of Directors**  
**Regular Meeting**

**Approved 11.19.24**

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Barney Brill/Tom Money penny 2<sup>nd</sup> Adopted 6/0

*Discussion* – Clarified Condominium Associates cost of electronic voting system \$340 for the year.

**MOTION:** Recommendation that Condominium Associates be vendor to administer an Electronic Voting system for the Chatham Association      Ruta Misiunas/Bob Girard 2<sup>nd</sup> Adopted 6/0      Exhibit A

5. New Business

- CA Banker's Document

*Discussion*-Condominium Associates asking for signature of Treasurer and second signer on document which authorizes transfer of association funds, closing accounts and opening of accounts. Unclear of communication or audit trail to accomplish specified tasks.

**MOTION:** Return unsigned document to Condominium Associates. Request extensive clarification along with process. Table agenda item to next meeting. Barney Brill/Bob Girard 2<sup>nd</sup> Adopted 6/0

- Cleaning Issues - See Vice Presidents report

6. Open membership discussion

- No one in membership signed up before meeting and no one choose to speak at the meeting.

7. Adjournment of meeting at 10:03 AM EST by President Barney Brill /Tom Money penny 2<sup>nd</sup>

*Ruta Misiunas*

Secretary, Chatham Board of Directors

## President's Report 09/25/24

The SIRS and regular reserve studies have been finalized and distributed to residents. I would encourage all residents to review them. In case you may not be able to find your copy, they are also posted on the Condominium Associates owners access site.

The numbers in the SIRS and regular reserve reports (which change each year) are going to be incorporated into the future for the next 30 years.

It is important to point out that two types of accounting were identified in the reports. One is called Pooling where the reserve amounts are pooled.

The other method is the one we currently use which is referred to as Component or Straightline.

According to the SIRS report Pooling reserves required in 2025 will be \$79,968 or \$1,428 per unit.

Straightline or component funding would be \$157,693 or \$2,816 if the board chose that method for 2025.

The board is recommending pooled reserves.

The regular reserve funding for 2025 will be \$40,320 or \$720 per door.

So the reserve numbers the board is considering will be the total of the Pooled number \$79,968 and \$40,320 which will be part of the 2025 budget.

## Secretary Report 9/25/2024

SIRS FINAL reports received August 4, 2024. Notice of the revised report was electronically distributed September 17, 2024. All the Chatham SIRS reports are available on Condominium Associates (<https://condominiumassociates.com>) and Town Shores of Gulfport (<https://www.townshorescommunity.com>). Hard copies of the final reports are available to those owners that request a printed copy in writing.

Electronic voting investigated. Findings part of agenda with board motion requested.

Town Shores of Gulfport Individual Building-CHATHAM's web page continues to be updated due to the new requirements effective 7/1/24. Phil Penrose has retired and the new webmaster is Bob lafelice.

Permanent interview was completed. Welcome Anthony of unit #309. Notice to all residents that after 30 days of a stay, no matter the relationship to the owner, the interview process must be completed per Chatham governing documents.

Arrangements are proceeding for the annual meeting.

Blast emails: Meeting agenda with minutes, revised SIRS report notice, building fire alarms (8/23 & 8/26) and building issue updates.