

**FLORENCIA AT THE COLONY CONDOMINIUM ASSOCIATION  
BOARD MEETING MINUTES**

**May 21, 2015**

**Approved**

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**BOARD MEMBERS IN ATTENDANCE**

Harry Boghigian      President

**BOARD MEMBERS ATTENDING VIA TELEPHONE**

James Lamb            Vice President

Harry Short            Treasurer

George Bauernfeind   Secretary

Wayne Fisher          Director

**OTHERS PRESENT IN PERSON**

Lyn Haars, Community Association Manager

Jamie Kennedy, Administrative Assistant

Association Members

**I.      CALL TO ORDER**

Mr. Boghigian called the meeting to order at 9:00 a.m. in the Florencia at the Colony Social Room at 23850 Via Italia Circle, Bonita Springs, Florida on the above date.

**II.     PROOF OF NOTICE OF MEETING**

Mr. Boghigian announced that the notice for this meeting was posted in accordance with bylaws and statutory requirements.

**III.    VERIFICATION OF A QUORUM**

Mr. Boghigian confirmed that a quorum was present.

**IV.    APPROVAL OF MINUTES**

*A motion was made by Mr. Lamb to approve the April 16, 2015 Board Meeting Minutes with one (1) proposed change to the second motion on page four (4). The motion was seconded by Mr. Bauernfeind and passed unanimously.*

**V.     TREASURER'S REPORT**

- A. **Financials** – Mr. Short reported that revenues for the first (4) months of the year January through April look very good and revenues are on track as planned. The assessments are current. The expense run rate is also very good with no major surprises. Mr. Short reported that the Operating Net Income was \$23,000 favorable to plan. Revenues for January-April were \$519,700; \$2,100 favorable to plan. Guest suite income was the main driver for the unfavorable revenue variance at \$4,100. Total expenses for January - April were \$390,800; \$20,000 favorable to plan. A few items to report are: HVAC- the variance is due to Unit inspection planned in April but completed in May; Utilities- Electric cost is down reflecting a very favorable variance; and water expense is on plan. Payroll Expenses- changes to coding are being made and are tracking on plan. On the Legal side, the \$8,000 YTD is Attorney's fees for the preparation of the Amended and restated Documents completed in March. Mr. Short reported some small projects approved to include landscape additions near the pool pavilion area at \$2,500 were completed. Mr. Short reported on the Prepaid Expense account on the insurance side. Looking at the major policy covering the building and property, the annual premium is \$197,000. Insurance cost was \$246,000 a year ago and were expected to increase in the 2015 budget. Overall, the remainder of the year's policy from May through August 30<sup>th</sup>,

we have a \$37,000 annual savings, reflecting a \$20,000 favorable item budget. The Balance sheet reflects some cash build up in the Replacement Reserve account, which \$100,000 will be removed and placed into the CD Program with UBS.

*A motion was made by Mr. Lamb to approve the April 2015 financial reports. The motion was seconded by Mr. Fisher and passed unanimously.*

- B. **December 31, 2014 Annual Audit Results** – Mr. Short reported that Stroemer & Company, a local CPA firm conducted the Annual Audit and final reports were received. There were no changes made to 2014 operating results. Mr. Short reported that Florida Statute requires Condominiums to make the Financial Audit available to Unit Holders. Florencia office will notify the Unit Holders that the completed Financial Audit is available at the Unit Holders request.
- C. **Fixed Asset Capitalization Project**– Mr. Short presented a formalized policy advised by Florencia CPA, Rayne McGreevy and Bookkeeper, Cheryl Deavers which outlines certain Capitalized Assets in which Florencia purchases. Currently at the end of April, \$129,000 has capitalized on the balance sheet. These individual expenditures are expensed over the useful lives of the assets. Mr. Short proposed the policy that when new asset purchases are made that are below \$2,500 it is expensed, for items more than \$2,500, expenses for such assets should be capitalized over the estimated useful life of the asset.

*A motion was made by Mr. Short to adopt a Fixed Asset Capitalization policy on the premises that any new asset purchases that are below \$2,500 are expensed, for items more than \$2,500, should be capitalized over the estimated useful life of the asset. The motion was seconded by Mr. Fisher and passed unanimously.*

- D. **Financial Projects**– Mr. Short stated that moving forward for 2015; our goal will be to review and reassessing current spending items, and to understand the benefits of our spending. During the summer months, certain projects will be selected for review.

## VI. UOC UPDATE

- The Canoe/Kayak amenity is flourishing. Utilization is high.
- Mike Pelton the former instructor at the sailing center is no longer employed with PLCA and the search is underway for his replacement.
- In an effort to reduce the noise levels coming from the Pickle ball courts, PLCA will be installing an Acoustifence, a noise abatement material, along the 265 foot length of the Pickle ball court fence that runs along the boundary to Leisure Time Park.
- There was a lengthy discussion regarding proposed Bylaw amendments of PLCA. The current Bylaws state that UOC, the forum for the Voting Representatives, will no longer exist following Turnover. This amendment modifies the Bylaws and provides that the UOC remains in existence in order to continue to discuss and make recommendations on issues coming before Pelican Landing. It was reported that a proposal was presented to WCI that the governing documents be changed to allow future board members to be elected from members at large instead of by voting groups as per specifications set out in the Bylaws. Mr. McPherson, PLCA President, reiterated that WCI has always intended for Pelican Landing to be governed by voting groups; however PLCA has presented their proposal for 100% at large voting. These representatives are working with WCI to reach an amicable solution in regards to using or not using voting groups.
- Review over PLCA & Hyatt setting rules for food service led to a discussion alleging inappropriate use of the beach by Hyatt while hosting events. Tom Hart, PLCA attorney,

explained Hyatt's membership in the Association, their explicit right to use the beach, and the step by step process the association needs to go through to make food service available at the Beach Park, starting with a zoning change, then changing the documents to allow it, then setting rules the Hyatt must abide by. Board members and managers added comments, noting that similar events – both PLCA and Hyatt – have been held for years with no problems in the past. Mr. Hart confirmed that the Hyatt and PLCA are insured.

- The Privacy and Security Committee discussed concerns of securing the perimeters with fencing along with controlling the entrances systems. Until further plans to the finalize implementation for fencing are approved, infrared cameras are being purchased and will be phased in over a period of two (2) years. These cameras would be manned and monitored 24/7. There was a discussion that WCI plans on keeping the entrance from cocoanut Road near Cielo open, while managing the security from the other gate houses. This has yet to be decided on.

## **VII. MANAGER'S REPORT**

- a) Ms. Haars reported that Mrs. Amy Reid has been hired as a part-time Front Desk Privacy Officer.
- b) Custom Electron Design has begun installation of the garage camera wiring. Cameras will be installed next week along with the Theatre camera work will also take place at this time along with the installation of the license plate camera.
- c) Forge Engineering completed an inspection concerning the possible wall shifting down in the garage level. We are awaiting a report to include proposed recommendations (if needed).
- d) A resident expressed concern regarding the limit of 6 FOBs per unit. A previous motion in 2010 was passed by the Board for security purposes, limiting each unit to a total of six (6) Fobs. It was discussed at a later time to increase the number to 10 but was denied.
- e) Ms. Haars reported that a new Florencia website will be created over the course of the summer months.
- f) New signs will be ordered for the pool area as well as for the garage entrance.
- g) Ms. Haars discussed the need for an additional bike rack along with establishing a policy concerning bike spaces. There is no current policy. A Bicycle committee was established to include Board Members James Lamb and Wayne Fisher.
- h) Notification was sent to an Owner regarding the locks on their unit changing; however they were not made compatible with the building master key. A deadline was given by which the locks need to be changed to correspond with the building master key.
- i) We are in continued communication with Chadwick Grills concerning the operation of two (2) of our grills. Due to improper flow of gas, they have been shut down. Adjustments and alterations will be made. In addition, Lynx Grills is fabricating a part for the smaller grills which will prevent the flames from blowing out.
- j) Lobby Entrance Doors- Due to the front entrance doors not closing tightly; they were examined by Safe Zone. It was determined that one (1) of the door closures is not operating properly. It was directed that both closures be removed and changed out.
- k) Crowther AC unit inspections began May 11<sup>th</sup>. It has been determined that previous issues discovered from the prior inspection along with a few from this current inspection, were due to sensors getting wet from the cleaning of the coils. Sensors will now be removed prior to cleaning of the coils, as to avoiding circuit board lights to flash and short out. No major problems have been discovered at this time.

## **VIII. OLD BUSINESS**

- a) Service Doors - A proposal was presented from Safe zone for the installation of new service entrance doors as an option for security, operation and longevity. After further discussion on the components of the new door, it has been proposed to replace both doors and install an automatic operator on the right hand door with a mag lock, and no outside handle. On the left hand door, which is the current active door, we will keep the existing hardware but remove the electronic function from the hardware. A keyed entry will remain on the exterior to enter if the power goes out and the operator is not working. The Board recommended we continue to get another option consistent to our current doors.
- b) Earthquake Insurance - Mr. Fisher reported on the 2015-2016 renewal of the Insurance Program for the Florencia and reported that the hurricane deductible was reduced from 4% to 3%. The average maximum deductible is less than \$15K. There was a brief discussion regarding coverage on earthquake coverage and it was recommended that we decline coverage due to unlikely earthquakes in S.W. Florida and no other high rises in the area have this type of coverage.

*A motion was made by Mr. Fisher to deny the Earthquake Insurance coverage for \$27,000. The motion was seconded by Mr. Bauernfeind and passed unanimously.*

- c) Renter's Use of Amenities Policy – Mr. Bauernfeind reported on and reviewed the policy the “Amenities Reservation Policy for Tenants”, as to benefit all Florencia residents in the most positive manner.

*A motion was made by Mr. Short to adopt the amended Amenities Reservation Policy for Tenants. The motion was seconded by Mr. Lamb and passed unanimously.*

## **IX. NEW BUSINESS**

- a) Capital Projects 2015 – Mr. Short presented a number of Capital Projects scheduled for 2015.

**NEXT BOARD MEETING DATE – Thursday, June 25, 2015 at 9:00AM**

## **ADJOURNMENT**

*Mr. Boghigian made a motion to adjourn at 11:03 a.m. The motion was seconded by Mr. Lamb and passed unanimously.*

Respectfully submitted,

George Bauernfeind, Secretary