

MATANZAS SHORES OWNERS' ASSOCIATION, INC.

50 Leanni Way Suite C3
Palm Coast, FL 32137
Telephone 386-693-1650
dbrazzano@lelandmanagement.com

Minutes to the meeting of July 21, 2017

- **Call to Order:** John Barber called the meeting to order at 1:00PM
- **Proof of Notice:** Agenda properly posted.
- **Establish a Quorum:** Directors present were John Barber, John Moreno, Bill Strawn, George Guiliano and Susan Thompson. A quorum was established.

Reports:

- **Approval of the Minutes of 5/26/17:** A motion was made by Bill Strawn seconded by George Guiliano to approve the minutes as written. All were in favor
- **Manager's Report/Financial:** Dan reviewed the financials for the North Tract and the WWTP. The NT is over budget due to unanticipated landscape expenses. The WWTP was over budget due to unexpected and un budgeted expenses like a generator. During the budget process, appropriate line items need to be added. The sludge line item is also over budget due to under budgeting and more frequent sludge removal.
- **Maintenance Report:** John Moreno reviewed the items that have been completed thus far. Highlights include the installation of cameras in the clubhouse and a favorable inspection of the Beach Club pool.
- **WWTP Report:** John M read the report. It included the inspection of the plant. The violations identified were cured and the plant passed inspection.
- **WWTP Generator Proposal:** Two proposals were included. John B suggested that the estimates to purchase generators be tabled. John felt that the need for a generator in the event of a storm should be discussed with Bio-Metrics. A motion was made by Bill Strawn seconded by Susan Thompson to table the proposals.
- **Landscape Report on projects and financial reconciliation:** John Moreno reviewed the status of present projects and introduced additional landscape proposals. A motion was made by John Moreno seconded by Bill Strawn to approve a proposal to clear landscape debris from the entrance way to the Rec Center at a cost of \$950. John Moreno made a motion seconded by Susan Thompson to approve the removal of debris by the water's edge at a cost of \$1,250. All were in favor. A motion was made by John Moreno seconded by George Guiliano to approve the cleanup of palm trimmings and trim back 8 trees along San Juan Drive at a cost not to exceed \$800. All were in favor. A motion was made by Bill Strawn seconded by John Moreno to grant a request from SC III to landscape an area by the walkover belonging to MSOA. All were in favor. Dan reviewed the cost of the approved landscape projects thus far. We have spent \$68,628 thus far \$57,000 from Capital Contribution, \$9,600 from Littoral, and \$2000 from tree trimming. We need to re-visit additional excess funds to avoid using reserves or borrowing from WWTP excesses.
- **President's Report:** John Reported on the following and left hard copy of certain items to be filed by management.
 - An as built certification for signature from SJWM on the weir completion.
 - Executed purchase and sale agreement on Perk Pond 3.
 - Sent closing details to Duval with a copy to the attorney.
 - Received a letter of compliance for the WWTP evaluation, corrections made.
 - Received copies of expansion details for PP 1 and 2 as part of the swap for PP 3.
 - Signed new application for construction of waste water transmission to 185 new homes.
 - Closing on LR5A property to Duval set for August/September.
 - New South gate rejected by traffic department. The South gate will need to be utilized.
 - WWTP sludge removal has increased and the budget needs to be adjusted.
 - The \$200,000 pool will be located to the South of the horseshoe.
 - Construction of the south walk at SCIII may be deleted.
 - Home construction changed from 225 units to 185 with 5 units on the ocean.

- **Old Business:**

Sound System proposal by Women's Club: The women's club presented four proposals for a new sound system for the Beach Club. They ranged from \$2,272 to \$3,890. Discussion ensued as to who would pay for the sound system. A motion was made by Bill Strawn seconded by George Guliano for MSOA to pay for a sound system. All were in favor. The Board will review the proposals prior to purchasing a system.

- **New Business:**

- **August 18th Budget Workshop:** An announcement was made that the 2018 budget workshop will take place on August 18th at 9:00 AM. The MSOA budget approval meeting will take place on August 25th.
- **MSOA Hurricane Plan:** Dan presented a draft Hurricane Plan for MSOA. It included information on communication, vendor support, County Support, and procedures to secure all MSOA common property. It also included steps to be taken after a storm. A motion was made by John Moreno, seconded by Bill Strawn to approve the plan. All were in favor. The plan will be posted on the MSOA website. Dan also suggested that Associations within MSOA provide their owners with their own plan.

With no further business to discuss a motion was made by Bill Strawn seconded by John Moreno to adjourn at 3:05 PM. All were in favor.

Dan Brazzano LCAM, CMCA
Association Manager