



**HARBOUR ISLE AT HUTCHINSON ISLAND EAST  
CONDOMINIUM ASSOCIATION, INC.**

**Board Meeting**

Tuesday, July 14, 2020

Minutes

**1. CALL TO ORDER:**

- Treasurer Danielle Beckford called the meeting to order at 10:00 a.m. The pledge of Allegiance was recited.

**2. ROLL CALL/ESTABLISH A QUORUM OF BOARD MEMBERS:**

- The Board was polled. Board members present were Treasurer Danielle Beckford, Secretary Jeffrey Conner and Director Frank Briganti. Julie Lynch was also present representing FirstService Residential. There were 26 residents present. A quorum was established.

**3. PROOF OF NOTICE:**

- Notice was posted on July 9, 2020 in accordance with Florida Statutes 718.

**4. APPROVAL OF MINUTES:**

- On a motion made by Danielle Beckford and a second by Jeffrey Conner Board voted unanimously to waive the reading of the April 20, 2020 Board Meeting Minutes and accept as posted on the website.

**5. MANAGER'S REPORT:**

- Julie Lynch presented the Manager's report. Attached as part of the minutes.

**7. NEW BUSINESS:**

- On a motion made by Danielle Beckford and a second by Jeffrey Conner, the Board voted unanimously to accept the resignations of Board President Frankie Lott and Vice President Cynthia Brazzil.
- On a motion made by Danielle Beckford and a second by Jeffrey Conner the Board voted unanimously to ratify and approve the appointment of Jay Sizemore and Annette Sanniota to the Board of Directors to fill the 2 vacated seats

## **8. MEMBERSHIP SEGMENT:**

- Member's concerns that were brought to the Board were:
  - o A discussion ensued between the homeowners and the Board concerning the reasons behind the resignations of President Frankie Lott and Vice President Cynthia Brazzil from the Board. Since Frankie & Cynthia were not in attendance at the meeting Treasurer Danielle Beckford and Director Frank Briganti explained to the membership their interpretation of what transpired, which was poor communication between Board members and a difference of opinion in the interpretation of policies and procedures.
  - o Inquiries were made about the status of the vacant property at 825/835 Seaway drive. The Board were not aware of any new future development for this site.
  - o A resident suggested the formation of new community committees. The Board will reestablish all committees except for the Social Committee. A Board member will be part of each of the Architectural/Rules committee and the Finance Committee, The new committees will be officially established at a future Board meeting The number of members of each committee will be decided and those members will be fairly picked from whomever will submit their intent to be a member of that particular committee.
  - o The Board informed the membership that the addition of swipe card access at the pool and pedestrian gates would not take place at this time as the funds for that project were not allocated in the 2019 budget nor would they be allowed under Florida Statute to fund the project from Reserves.
  - o Residents thanked Cynthia and Frankie for their time on the Board and thanked Jay and Annette for once again volunteering their time for the good of the community.

## **9. AJOURNMENT:**

- Danielle Beckford moved the meeting to be adjourned seconded by Jeffrey Conner and passed unanimously. The meeting adjourned at 10:29AM

Respectfully submitted,

Julie Lynch LCAM

For and on behalf of the Board of Directors





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**Manager Report  
May & June 2020**

**CORONA VIRUS:**

To date Management has received no reported cases of the virus at Harbour Isle East. Maintenance staff are continuing daily to disinfect the pool furniture, pool & garage bathrooms clubhouse, fitness room, elevators and all other common areas and frequently touched surfaces.

**LANDSCAPING:**

Ideal Landscaping have landscaped the Mitigation/Conservation area behind buildings. 3 & 4, this involved hand weeding the entire long grass areas, trimming the Mangroves and Sea grapes, and removing 2 dead trees. Brian our maintenance guy also repainted the chain link fence that surrounds the Mitigation area. The landscapers are presently completing the annual tree trimming, they will do a heavy trim on all the palm trees and then trim the oak trees according to state guidelines. They also completed the weed treatment for the pavers and the landscape beds. Royal Green completed the fertilization and pest control for the grounds. The property is typically mulched in early November when hurricane season ends. Jason is continuing to take care of our irrigation maintenance and repairs.

**POOL/SPA:**

True Blue water replaced the pool pump and replaced the chlorine and acid lines and filters for the spa. Symbiont made a repair to one of the pool heaters. A new red emergency phone and outlet were installed adjacent to the clubhouse doors. 2 new plants were purchased for the pots at the pool.

**GYM:**

TCA fitness checked all the gym equipment last month and except for some small torn upholstery, everything was good. The torn upholstery has since been repaired.

**MAINTENANCE:**

Maintenance are checking all the attics after the heavy rains, so far, no leaks have been detected.

In the Clubhouse they repaired a leak in the kitchen sink, plumbing was replaced in the men's bathroom urinal and a new lock put on the bathroom door, AC filters were replaced in the clubhouse & gym. 2 new door closers were installed on the door from the kitchen area to the exterior and one from the bathrooms to the pool area.

As they pressure wash each building, they are replacing the white plastic railing nut covers that deteriorate with the weather and pressure washing.

Trash room door handles were replaced on buildings 9 and 37 and a door handle on the door to the garage area.

Condensation Lines were cleaned out at all buildings.

We have 3 LED wall mount light fixtures on the side of the garage area opposite bldg. 4, one of the lights was not working and the fixture was discontinued. Therefore all 3 were replaced and the 2 functioning ones were installed at the clubhouse electrical room door and the kitchen exit door to replace the original 15-year-old light fixtures.



## **INSPECTIONS:**

The annual Fire Extinguisher inspection and maintenance was completed last month by Fire Equipment services, we have a total of 167 fire extinguishers throughout the property. The inspection went well with just a few minor repairs.

We also had our annual Elevator Inspection, that was completed by Gold Coast Elevator, this inspection includes a pressure test on all the oil lines, the inspection went well with just some minor repairs to the emergency phones in buildings 3, 4, 6, 37 & 38. All the emergency phones are working but some had the flashing light not working or the sound was of poor quality. The repairs to the emergency phones have since been completed by ERSM communications. Currently I am waiting on the updated elevator certificates of operation from the Bureau of elevator safety.

Total Life Safety completed their quarterly Fire Alarm Panel inspections, next month they will do the interior unit fire alarm and sprinkler inspections.

The Fire marshal completed their annual inspection, the only deficiencies were that many of our catwalk emergency lights and exit signs were not working. Jason & Brian have replaced those, and the Fire Marshal recommended these are checked every 3 months for compliance. Renewal of the pool & spa permits was also completed and submitted to the Florida dept of Health.

Alpine Farms was on property in June to remove a large Beehive on the exterior of building 9. The bees were successfully removed and while on property they completed an inspection of all the buildings for any new hives, during the inspection they saw no other buildings with new hives or bee activity.

## **ADMINISTRATION:**

The 2019 Audit is available on the Harbour Isle East website or in the office.

We had 4 sales in May & June, a third-floor unit in building 3 and a first-floor unit in building 4 both sold for \$335,000.00. A first-floor unit in bldg. 8 sold for \$251,000.00 and a first-floor unit in building 10 sold for \$252,000.00, We had one annual lease for this period at \$1800.00 per month.