

MINUTES OF A MEETING OF DIRECTORS

Ocean Ritz Owners' Association, Inc.

Sep 9, 2019

Un-Approved

The Directors of Ocean Ritz Owners' Association, Inc. (the "Corporation") held a meeting of Directors at Ocean Ritz Association Office, 10611 Front Beach Rd., Panama City Beach, FL 32407 on this the 9th day of Sep 2019.

The following members were present:

D Armstrong

Joe Franke

Stan Graves

Rob Melby

Mark Wrinn

Five of five members present a quorum was established.

Meeting Chair

The President, Mark Wrinn, was the **Chairperson** for the meeting.

Call the Meeting to Order and

The Meeting was called to order at 2:02 PM.

Certify the Notice of the Meeting

The Sergeant of Arms noted that notice of this meeting was properly provided to each director and posted on the property within the time periods required by the bylaws of the Corporation and the laws of the State of Florida.

Approve Minutes of Previous Board Meeting:

The Minutes of June 25, 2019 were approved

Unfinished Business:

There were no items of Unfinished Business

New Business: There were Nine (9) Items of New Business

ITEM #1: Discuss and Vote to Engage LJB Restoration Services, LLC for Windows and Doors Testing for Water Intrusion

Mr. Wrinn motioned, and Mr. Graves seconded, the Association approve the engagement of LJB Restoration Services, LLC per their proposal dated Sep 5, 2019 at a cost of \$5,000 to test 10 exterior windows for water intrusion and provide a written report stamped by a licensed Engineer. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #2: Discuss and Vote on Reimbursement to Twin Palms for Shared Wall and Pool Deck Extension Building Materials

Mr. Wrinn motioned, and Mr. Graves seconded, the Association approve to reimburse Twin Palms as follows for the shared cost of the stucco wall between the two properties and materials used to complete the pool extension project:

Shared Stucco Wall: TP \$6,719.89
 OR \$4,741.18
 Total \$11,461.07/2 = \$5,730.54
 \$5,730.54 - \$4,714.18 = \$989.36 owed to Twin Palms
European Fan Palms
 12 Palms @ \$110 ea = \$1,320 owed to Twin Palms

Landscape Castle Rock
 250 @ \$2.38 ea = \$595 owed to Twin Palms

Red Brick Pavers
 252 @ \$0.33 ea = \$83.16 owed to Twin Palms

 Total owed to Twin Palms \$2,987.52

Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #3: Discuss and Ratify Payment to Cook & Associates for Pool Deck Extension Project

Mr. Wrinn motioned, and Mr. Graves seconded, the Association ratify the payment the payment of \$31,140 to Cook and Associates of Bay County, LLC billed at \$40 per hour. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #4: Discuss and Vote on Jan – Aug 2019 Financials

Mr. Wrinn motioned, and Mr. Graves seconded, the Association approve the Jan thru Aug 2019 financials as emailed to each Board Member prior to today’s Meeting. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #5: Discuss and Ratify the Replacement of the Association Office AC

Mr. Wrinn motioned, and Mr. Graves seconded, the Association ratify the replace of the Association Office AC by System Service and Engineering at an approximate cost of \$1,702. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #6: Discuss and Ratify the Replacement of the AC Units in the P1 and P2 Elevator Lobbies

Mr. Wrinn motioned, and Mr. Graves seconded, the Association ratify the payment of \$2,800 each or a total of \$5,600 to System Service and Engineering for the replacement of AC units in P1 and P2 elevator lobbies. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #7: Discuss and Vote to Replace the Annunciator in the Fire Alarm Panel

Mr. Wrinn motioned, and Mr. Graves seconded, the Association approve the replacement of the annunciator in the Fire Alarm Panel by Hiller at an approximate cost of \$3,027. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #8: Discuss and Vote on Adding Drain at End of P1 Garage on East Side to Prevent Ponding

Mr. Wrinn motioned, and Mr. Graves seconded, the Association approve Restoration Works, Inc to install a drain on eastside of P1 garage floor to prevent ponding of water at an approximate cost of \$390 labor only. Note that the manager Jim Rossi has an ownership interest in Restoration Works. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #9: Working Session on the 2020 Budget

The remainder of the Meeting was spent working on the 2020 Budget.

Adjourn Meeting:

There being no further business on the Agenda, the Sep 9, 2019 Ocean Ritz Directors' Meeting was adjourned at 3:23 PM Central Time.

DATED in the State of Florida, on Sep 9, 2019.

D Armstrong (Secretary)