

MATANZAS SHORES OWNERS' ASSOCIATION, INC.

dbrazzano@lelandmanagement.com

Minutes to the meeting of the Board of Directors  
March 23<sup>rd</sup>, 2018

- **Call to Order:** John Moreno called the meeting to order at 1:00PM
- **Proof of Notice:** Agenda properly posted.
- **Introduction of Surf Club II Board Designee:** John Moreno introduced and welcomed David Sowers to the Board from Surf Club II. He mentioned Jim Murphey' resignation and thanked him for his service and contribution to the Board.
- **Establish a Quorum:** Directors present were John Moreno, Karen Hegarty, David Sowers, and Susan Thompson. A quorum of the Board was established.

**Reports:**

- **Approval of the minutes of 1/26/18:** A motion was made by Karen Hegarty seconded by Susan Thompson to approve the meeting minutes as written. All were in favor.

**Financial Report:** Dan Brazzano reviewed the financials for the WWTP and the North Tract. As of the end of February the WWTP had \$68,875 in the operating account and \$845,593 in reserves. It is currently over budget by \$2,721 due to an increase in sludge removal. As of the end of February there was \$166,324 in the North Tract operating account and \$992,484 in reserves. The Association is currently better than budget by \$3,176. David stated that the number of reserve items was excessive, and should be collapsed to 6-8. This would provide the board flexibility to expend reserve funds. David noted an excessive number of delinquencies which were most likely a result of the recent bank transfer, and recommended that Dan review with accounting.

- **Maintenance Report:** Karen reviewed the maintenance report which included numerous repairs. The bike trail sidewalk was repaired, the tennis courts were inspected, the Rec Center pool light was replaced and an additional staff gauge was added to the east lake. The contractors repairing the Beach Club roof will be returning to complete the repairs. Karen also reviewed a list of next project priorities which included pressure washing of the Rec Center building and stucco repair, the walkovers will be resealed, planning continues on the Beach Club bathrooms, and the shower and stair tiles will be replaced on the pool deck. Karen presented the following proposals for review and approval:

1. **Beach Club bathroom proposal for A/C:** Arctic Breeze proposal to install A/C equipment in the pool bathrooms in anticipation of their renovation. Karen made a motion to approve the Arctic Breeze proposal in the amount of \$4,346. This was seconded by David and all were in favor. The cost of the unit will come from the Beach Club reserves.
2. **Beach Club Blinds:** Karen reviewed two proposals to replace the blinds at the Beach Club. The proposals from Lowe's and SOS shutters were \$2,733, and \$2,382 respectively. After a brief discussion Karen made a motion seconded by Susan to approve the SOS proposal for \$2,382 which will come from Beach Club reserves. All were in favor.
3. **Beach Club Shower and stair tiles:** Karen reviewed a proposal from S&D Construction for \$3,950 to replace the tiles on the pool shower and the tiles on the stairs and landing leading up to the pool area. Karen made a motion seconded by Susan to accept the proposal and charge the cost to the pool deck reserves. All were in favor.
4. **Bear Resistant trash containers:** Karen mentioned that raccoons often get into the Boat Club trash cans causing a mess. She looked into bear proof containers that would keep the racoons and other animals from getting into the trash. She made a motion to purchase two containers for \$616. This was seconded by Susan and all were in favor.
5. **Rec Center parking lot stops:** Karen mentioned that the Rec center needed replacing six parking stops. Karen made a motion seconded by Susan to purchase six stops for \$450. All were in favor.
6. **Lighting:** Karen mentioned that the lighting at the beach club needed replacement and upgrade. Karen made a motion seconded by Susan to purchase 8 lights and mounts

from Florida Blub & Ballast for \$930 and charge the cost to BC building reserves. All were in favor.

7. **Restroom Lighting:** Karen reviewed a proposal from Breakers Electric to replace the Beach Club bathroom lighting in conjunction with the bathroom renovations. Karen made a motion to approve the Breakers proposal at a cost of \$894 and charge the expense to Beach Club reserves. This was seconded by Susan and all were in favor.
8. **Pool bathroom renovations:** Karen reviewed the proposal to remodel and upgrade the pool bathrooms. Some of the previous approvals were supportive of this proposal such as A/C and lighting installation. The specifications were outlined by Budgen Construction, a contractor for Lowe's. The proposal outlined all interior work needed including plumbing, concrete work, electrical, painting and fixtures. Karen explained that the work would be ADA compliant as well. She mentioned that the project would need to be managed around the approaching swim season and that alternatives to providing bathroom facilities would be looked into as well. Karen made a motion to accept the proposal at a cost of \$47,973 and the cost would be charged to the beach club reserves. Dan Brazzano mentioned that the cost of this project and the costs of the kitchen project needed to be monitored closely since the total costs of these projects was nearing the maximum available in the reserves. There were comments about obtaining additional estimates and getting more detail on the materials and work that would be done. There was no second to the motion and therefore the proposal would have to come back to the Board for further review. Given this outcome Karen withdrew her motions for the installation of the A/C equipment, lighting, and electrical work having to do with the bathroom renovations. These proposals will be revisited when additional detail and estimates are reviewed by the Board.

- **WWTP report:** Karen reported on the overall plant status and various maintenance repairs needed since her last report. She mentioned that Biometric would be installing power inlet boxes to the lift stations at a cost of \$1,573. This was approved by the plant manager. She also reviewed the status of the smoke test repairs that individual owners were responsible for and that 18 of the 35 repairs at Sea Colony were done and that 5 of the 17 repairs were done at Lakeside. She emphasized the need to have these repairs done. Karen also reviewed a proposal from Biometric to install two refrigerated composite samplers which are required by the DEP. Currently the permit we have requires these samplers. There was discussion concerning Duvall's responsibility for sharing or paying for the cost of this equipment. Karen explained that the requirements of the permit needed to be addressed at this time and discussions about Duvall's responsibility to share/pay for the equipment would be brought to their attention. Karen made a motion to approve the proposal at a cost of \$15,686 to be charged to WWTP reserves. This was seconded by Susan and all were in favor.

**Landscape Report:** Karen reported on various projects completed or being planned for the entrance gates, Rec Center, Beach Club and Boat Club.

**Proposal to trim PP1 trees:** Karen reviewed a previously tabled proposal from ProScapes to trim trees along the eastern fence line of the WWTP. The proposal is for \$4,700. Karen made a motion to accept the proposal. This was seconded by Susan and all were in favor.

**President's Report:**

1. **Surfview Update:** John mentioned that the easement to the property was signed. John explained that plans were being reviewed concerning the entrance and exit of construction equipment during building and the safety of residents and visitors entering and exiting the main gate. John and Karen plan to meet with Duval to discuss construction status and tasks and protection necessary to transfer Perk Pond 3.
2. **Dunes Restoration Project:** John mentioned that the original project outlined by the County is being changed because of what is believed to be funding issues. John was working with Pat McCue of SCIII on the project and dealing with the County.

**New Business:**

- **Lakeside request for re-imbusement:** John mentioned that Lakeside had engaged the engineering firm of Waitz & Moye to review the engineering report submitted by Duvall. The report covered various scenarios concerning storm water management and commented on conclusions contained in the Duvall report. One conclusion concerned the lowering of a pipe that would direct the flow of storm water to the intracoastal. This suggestion was agreed to by Duvall and will be part of the eventual construction plans. John mentioned that at the time Lakeside decided to have this report done that MSOA was going to contract for a similar study but did not. The cost of the report was originally estimated at \$5,000 but because of additional information that was added or needed the total cost of the report became \$10,000. Discussion ensued and it was determined that the information did have some benefit to MSOA. Therefore, a motion was made by David seconded by Karen to reimburse Lakeside \$5,000 toward the cost of the report. All were in favor.

**Kitchen Renovations:** Susan explained that there have been delays in the start of the work due to differences of opinion within the women's club. These differences need to be ironed out before any actual work can begin. Susan mentioned that there is a wedding reception being planned in the Beach Club in May. Susan will meet with Jan and the committee to go over the plans again and keep in mind that costs will also be a primary factor.

**Adjournment:** Due to the many topics and approvals discussed the Community and Director's input portion of the agenda was not covered. It was decided that the meeting be adjourned. A motion was made by David seconded by Susan to adjourn at 4:00PM and all were in favor.

Dan Brazzano LCAM, CMCA  
Association Manager