

# 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 the Board of Directors October 27<sup>th</sup>, 2017

- **Call to Order:** John Moreno called the meeting to order at 1:00PM
- **Proof of Notice:** Agenda properly posted.
- **Establish a Quorum:** Directors present were John Moreno, Karen Hegarty Bill Strawn, George Guiliano, Jim Murphey, and Susan Thompson. A quorum of the Board was established.
- **Meeting Protocol:** John Moreno mentioned that the meeting would be conducted under Board Meeting participation procedures approved on March 24<sup>th</sup>, 2017. Each owner will be first recognized and then allowed to speak for 3 minutes on an agenda subject.

### Reports:

- **Approval of the Minutes of 9/29/17:** A motion was made by Jim Murphey seconded by Karen Hegarty 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 North Tract is over budget by \$71,000 due mainly to landscape expenditures to restore the common areas, the building of the weir, and the addition of two wells. The WWTP was slightly under budget by \$500. Bill Strawn suggested that any delinquencies \$20 or less should be waived. This was suggestion was agreed to by the Board. Dan will follow up. Dan was asked to consider a recent reserve addition as to what type of account it was deposited into.
- **Maintenance Report:** Karen reviewed a long list of maintenance efforts which included various lighting projects, electrical projects and contact with dock repair contractors. Bill Clay asked that the Board consider a program to clear the outflow from trash and debris to keep the necessary water flow.
- **WWTP Report:** Karen reported that there were no significant operational issues except for the need to replace two blowers. The continued rain fall has caused the plant's daily flow to reach 385,000 gallons. A cover for the newly purchased back-up generator was installed. John and Karen met with Bio-Metrics to discuss their opinion on a second clarifier and to discuss an additional management contract.
- **Landscape Report:** Karen reviewed landscape projects that were completed throughout the property. She discussed near term projects with Landcare.
- **Access Control:** Dan reported that he had received three proposals for access control. The present contract with Guard One expires on December 31<sup>st</sup>, 2017. He has shared the information with Jim Murphey. They will review the information and suggest that a special meeting of the Board be arranged to hear presentations. The three companies that responded were Guard One, Securitas, and Weiser Security.
- **President's Report:** John reported that since the formation of the new Board that he Karen and Jim have:
  1. Met with the Association attorney to gain information concerning the past and present agreements.
  2. Met with Duval Realty (Ken Atlee) and discussed various topics that included the addition of a clarifier, rental rules, home sizes, entrances, construction of amenities, and the possibility to agree on amendments to the existing agreement.

John reported the meeting was positive and sensed a willingness on the part of Duval to work with MSOA on their concerns. The Board fielded questions and concerns from owners present and mentioned additional meetings will take place and results will reported to the membership.

3. Met with Bio Metrics to discuss a management contract and to obtain their opinion on the need and/or importance of a second clarifier. They agreed that the second clarifier

would be most helpful in the event of a capacity issue or when the plant needed to undergo required maintenance. They believed that the expansion of PP 1 and 2 would be sufficient to support the plant.

4. John mentioned that there would be a Dunes Restoration Meeting on November 21<sup>st</sup> 2017.
  5. John mentioned that everyone's concerns expressed at the Planning Board Meeting will be taken into consideration and the Board will follow up on them.
  6. It was mentioned by an owner that the MSOA Declaration does not allow for common property to be used for development purposes. This was mentioned in the case of deeding PP2 to Duval. It was advised that this be considered prior to deeding the property to Duval. John will discuss with the Association attorney.
- **Review of Beach Club Kitchen Renovations:** The latest list of suggested renovations was reviewed. The Women's Club was asked to prepare a presentation of the information showing a schematic of the kitchen renovation, placement of the desired cabinetry and appliances and a full summary of the costs including all labor costs. Susan Thompson was asked to assist with information and presentation at the next Board meeting.

#### **New Business:**

- **Insurance Claims Update:** Dan reviewed the claims submitted to the insurance companies for both wind damage (Beach Club) and damage done to the boat dock. He is awaiting a response from the insurance companies. He is expecting repair funds for the damage done to the dock.
- **Approval of Dock Repair Proposals:** Dan presented three estimates for the repair of the dock. He mentioned the estimate from Marine Construction was consistent with repairs discussed with insurance adjusters. It included the straightening of the walkway, rebuilding the two "fingers" of the dock by re-setting the pylons, and using marine treated wood and restoring utilities. A motion was made by Karen seconded by Susan to accept the Marine Construction proposal for \$28,750. All were in favor. Dan mentioned that the deductible was \$6,500 and would be taken from the boat dock reserve. Dan has received a check for \$22,500 from the insurance company.
- **Storm water Management:**
  1. **Engagement of a firm to install pond level gauges in the east and west lakes on either side of A1A.** The estimated cost would be \$1,900 to \$2,200. A motion was made by Jim seconded by Karen to approve \$2,200 for the project. After discussion, the motion was amended to approve up to \$2,200 for the project. A detailed proposal will be obtained from Kuhar surveying. All were in favor.
  2. **Engagement of an engineer to study storm surge management:** The Board agreed to seek a proposal from an engineer to study and report on storm water management.
- **Irrigation Pipe Repair:** A proposal from Landcare of \$661 to replace the pipe was received. Proposals from Alternative paving and SCM were received for \$3,850 and \$2,200 respectively. A motion was made by Bill seconded by Susan to accept the Landcare Proposal and the SCM proposal. All were in favor.
- **Approval of replacement of WWTP blowers:** A motion was made by Jim seconded by George to approve an invoice from Bio-Metrics in the amount of \$6,814 to replace two blowers. All were in favor.
- **Bio-Metrics Management Agreement:** John and Karen reviewed a proposed contract from Bio-Metrics to manage the operation of the WWTP. Presently they are only contracted to maintain the plant. The contract includes making decisions to make emergency repairs up to \$2,000, oversee the overall operation of the plant operation, maintaining any reports, scheduling sludge pick-ups, and answering any compliance requests. The cost of the

contact is \$1,000 monthly. A motion was made by Jim seconded by Susan to approve the contract. All were in favor.

**Other Business:**

**Directors:**

- Bill Strawn asked for the floor to announce that this meeting will be his last. He is resigning as of the adjournment of this meeting. The SC III Board will be electing a new Board Designee. Bill was asked to send his written resignation to Dan and to contact Dan with the name of their elected Board Designee.

**Community Input:**

- Bill Clay mentioned that the \$3,000 per lot to be paid by Duval should be put in escrow.
- Bill Clay re-iterated that a second clarifier is needed.
- Bill Clay mentioned that responsibility for maintaining the Lakeside swales was agreed to by MSOA in an agreement some time back. John asked for a copy so that it could be sent to the Association Attorney.
- Bill Clay made a comment that though the Oct 2016 minutes of the MSOA mention that the Duval agreement was voted on by the Parcel Presidents that the information is incorrect and that there was no meeting or approval by the Parcel Presidents.

**Adjournment:** With no further business to discuss a motion was made by Bill seconded by Susan to adjourn at 4:08 PM. All were in favor.