

Key Colony Point Condominium Associations, Inc.
Board of Director Meeting Minutes
Monday, November 9, 2020

1. **Call to order:** The Zoom virtual meeting was called to order by President Boggs at 4:25 p.m. ET, after a dry run of the annual meeting hosted by GetQuorum at 3:30 p.m. ET.
2. **Attending:** Directors Kirk Boggs, Jim Howe, Micki Kozich, Suzanne Schaff, Dave Steinke, KCP Manager, Karen Tyson and KCP Owner (#33), Pamela Foster Brady.
3. **Meeting Minutes:** Meeting minutes from October 21, 2020 were **approved on motion (Micki/Suzanne)**.
4. **Financial Statements:** \$72,097 in the Operating Account and \$422,529 in the Reserve Account. KCP accountant, Cruz-Morato, restructured accounts to make the income statement clearer as to operating and reserve accounts. One owner still has not paid fourth quarter dues. Karen is following procedures for delinquent payment.

5. Old Business

- a. Insurance policy: Have not yet received the equipment policy. All other policies are posted on the KCP Owners website. Karen to follow-up with Missy Sullivan at Marshall Sterling on the equipment policy and KCPVR D&O quote.
- b. Spalling remediation: Bob Branscome (RL James) was supposed to be here this week. The meeting has been on hold because of RLJ personnel illness.

The exterior of Units #37 and #27 guest bedroom walls were scrapped and sealed. It helped but there still is a leak issue. Karen will reach out to Andy to determine what else he can do for a temporary fix until RL James can be here in Spring 2021. It was noted that the same wall was opened up after Irma. Karen will also ask the roofer to look at the roof above the 7 stack.

Karen is going to request a May 1, 2021 start date and get it in writing. Karen is going to check with Allison Clark to put a tentative hold on the house for RL James employees.

6. New Business

- a. Owners Website: Jim to transition the website responsibilities to Pamela. It was also noted that an owner gave the login password to a local real estate agent. Jim and Pamela will set-up a new password and pass to Karen to send to owners with a message that it is for owners only.
- b. Association questions and answers update: Karen had no recommendations for change. Directors will review and provide insights after the meeting. There is an FAQ on the website landing page. There was a question regarding which version to review.
- c. Vendor Contracting Policy and Vendor Contract Form. Jim made changes to these forms. Jim and Dave will do a joint-review for board consideration in January.

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7. Manager's Report

- a. Townhouse Roof Project: Contractor needs one good week to finish. Permits and paperwork are done; pending good weather.
 - b. Screen Doors: Karen has found a vinyl door but needs to research further. Dave concurred that the screen doors are in rough shape especially considering they are only 5 years old. The labor involved to repaint them would probably approach the cost of a new door. He suggested looking at new doors and to follow-up if there is any warranty left on the old doors. Per Karen there was a three year warranty that is now expired. The worst ones to be addressed before winter rentals. This will be a temporary fix until a permanent solution. It was recommended to test one door for quality and time to complete.
 - c. Unit #36: The remodel in #36 will go beyond November 30. Karen discussed progress with the owner. He anticipated that carpet and electrical will be complete by Thanksgiving. Furniture to follow.
 - d. BBQs: are not allowed on balconies except electrical ones.
 - e. Jetties: Sunset Beach Club is fixing their jetty. Jetty work can only be done in the winter (turtle nesting June – December). They are using Glen Boe Engineering.
 - f. Condo transfers: Unit #22 is under contract with Trevor Bomer. Karen will provide additional personal information, once she receives it.
 - g. Don Update: Heading to Chicago for medical visits on November 12 – 16, 2020. Karen to report back next week once Don arrives in Chicago.
8. **Board Officers for FY20/21**: Election of Association officers will be during the January 2021 board meeting.
9. **Executive Session**: Monday, November 23, 2020, ET 5 p.m. Kirk to send an MS Teams meeting.
10. **Next Board Meeting**: Thursday, January 21, 2021, 6 p.m. ET via MS Teams meeting.
11. **Adjournment**. With no further business, on **motion (Suzanne/Jim)**, the meeting adjourned at 5:35 p.m. EST.