

Key Colony Point Condominium Association, Inc.
Annual Owners Meeting
November 9, 2019

1. **Call to Order.** President Boggs called the meeting to order at 10:03 a.m., in the Key Colony Beach City Meeting Room.
2. **Quorum Certification, Roll Call & Presentation of Proxies.**
 - a. Owners Present. Kirk Boggs (#1); Irene & Larry Mandel (#3); Dave Steinke (#6); Erika & Daniela Griesmaier; (#10), John & Nancy Martin's daughters Jill Frank & Kerri Tustin (#11); Suzanne Schaff, Mary Elisabeth Nesser & Gail Farrugia; Barbara Pratt (#14); Margot & Murray Davison (#16); Betty & Jim Howe (#17); Joanne & Bob Schwartz (#23); Marcus Joba (#25); Suzann Schaff (#27); Helen Schreiber (#31); Gabbi Joba (#32); Barrie Foster, Rosemary Strozyk & Pam Bradey (#33); Angie Reeh (#34); Micki Kozich (#37).
 - b. Proxies. Heller (#2) to Gabbi Joba; Hellings (#5 & #26) to Karen Tyson; Augsten (#7) to Jim Howe; Smith (#9) to Karen Tyson; Wittekind (#12) to Jim Howe; Mitchell (#21) to Kirk Boggs; Neu (#22) to Gabbi Joba; Finkelstein (#35) to Jim Howe; Cofer (#36) to Micki Kozich
3. **Proof of Notice of Meeting.** KCP manager, Karen Tyson presented the meeting notice, properly distributed.
4. **Minutes. Motion (Barrie Foster/Larry Mandel) to waive reading and approve the November 10, 2018 meeting minutes as previously submitted and posted on the KCP website.** Approved unanimously.
5. **Welcome New Owners.** President Boggs recognized new owners Dr. Luis Augsten – Unit 7; Elaine Aquinto – Unit 15; and Angie Reeh – Unit 34.
6. **Election of 2019 – 2020 Directors.** With no contested positions, Dave Steinke and Jim Howe will serve new two-year terms. The 2020 Board of Directors are: Kirk Boggs, President; Dave Steinke, Vice President; Jim Howe, Secretary; and Micki Kozich, Treasurer; Suzanne Schaff, Director.
7. **Officer Reports.**
 - a. President – Kirk presented a detailed review of KCP progress and happenings since the November 2018 annual meeting, commented that 2019 had been relatively quiet and the state of the Association is strong... and, long-term, will be even stronger.
 - i. Maintenance. Former maintenance man, Freddie Allen's personal issues resulted in the Board's reluctant decision to terminate his employment. Don Minnoch was hired in January and is not only doing a great job but has personally "adopted" the KCP facility. His one drawback is that he hates saying "no". Owners were reminded not to take advantage and that personal requests are to be submitted to Karen who will then schedule as appropriate.
 - ii. 2019 Spalling Project. The bi-annual project included exterior, unit interiors, and elevator shaft remediation. Total cost came in on budget.
 - iii. Capital Improvement Plan. The \$500,000 Reserve Fund goal is ahead of schedule and a projection of capital improvements and replacement of KCP property components was developed as a tool for Board planning.
 - iv. Hurricane Policy. The Board adopted hurricane plan is in place. It not only provides storm preparation guidance and checklists; it should also reduce potential KCP property damage.
 - v. Unit Combination Locks. Policy was adopted (see KCP website) and locks were installed to simplify unit access to authorized persons. By eliminating keys, renters no longer have access to units, following rentals.

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- vi. Sliding Glass Doors. A 3-year refurbishing program will improve performance. When complete, doors are expected to perform for 8 to 10 years.
 - vii. Sunset Park Fence. KCP participated with the City, in a wrought-iron type (nicer) fence near the water. It includes a 10-foot wide gate to enable KCP equipment access from the park. KCP installed the remainder of the property line fence with green chain-link, to complete fencing of the property.
 - viii. Railings Painting. Townhouse railings painting was completed, and midrise balcony railings will be painted in 2020.
 - ix. Seawall. Pilings spalling was repaired.
 - x. IRMA Insurance. The outstanding claim denial, for Townhouse ground floor damage, is under appeal with FEMA. A determination is expected soon.
 - xi. Midrise Bikes. The midrise storeroom was converted to bike storage, with limited space reserved for KCP use. 28-spaces are available on a 1st come basis and limited to 2 bikes per midrise unit. Owners will be notified to apply with Karen. All bikes, per KCP policy, must be identified with Owner and Unit #. KCP will provide and attach metal ID tags.
 - xii. Rental Company. The 2018 Owner approved formation of KCP Vacation Rentals, Inc., a KCP wholly owned corporation, became operational October 1, 2019.
 - xiii. Accounting Firm. Directors transferred preparation of annual financials and federal tax returns to the Cruz-Morato Accounting firm.
 - xiv. Jetty's. There will be a meeting with the KCP Engineer to review whether to invest in rehabilitation.
- b. Treasurers Report – Micki reported 2019 Year-end Operating Account projections are a net zero. The 2020 Operating budget is also net zero, based upon annual assessments (attached): Townhouses \$16,882; Midrise Corner Units \$15,889; and Midrise Standard Units \$15,392. 2020 Reserve Account assessments (attached) remain the same as 2019: Townhouse Units \$7,360; Midrise Corner Units \$6,924; and Midrise Standard Units \$6,708.

8. New Business.

- a. Statutory Reserves. **Owners (Helen Schreiber/Barry Foster) voted not to waive collection of statutory reserves for the period January 1, 2020 – December 31, 2020.**
- b. Year-End Financial Reporting. **Owners (Barry Foster/Larry Mandel) voted to accept a 2019 year-end compiled financial statement, in lieu of the statutory requirement for a financial audit.**

9. Other Business.

- a. Q&A.
 - i. Larry Mandel (Unit #3). What will be done with Vaca Beach? Answer: A proposal was received from Best Lawn Service and is being followed up with a request for a plan drawing and specifications.
 - ii. Robert Schwartz (Unit #23). Something needs to be done about seagrass! Answer: After many years of tractor raking and no tractor raking, the outcome is approximately the same. The decision is to basically let nature take its' course. 2019 sargassum, all along the eastern coast, has been the worst in 100-years.

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Annual Owners Meeting
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- iii. Angie Rhee (Unit #34). Noted that Units #34 (Rhee) and #2 (Heller) are against increasing dues because of the difficulty when selling.
- iv. Marcus Joba (Unit #25). Expressed concern that their living room ceiling and wall water leak is from new spalling. Answer: KCP's engineer is scheduled to inspect with Directors and the owner November 14th.
- v. Thank You. Murray Davison (Unit #16), expressed appreciation and thanks to KCP Directors for their hard work and time invested in KCP business. His comments were followed by audience applause.

10. Adjournment. With no further questions or business, **on motion (Larry Mandel/Robert Schwartz) the 2019 annual owners meeting was adjourned by unanimous vote at 11:00 a.m.**

Jim Howe, Secretary

KEY COLONY POINT CONDOMINIUM ASSOC., INC.
OPERATING BUDGET
2020

INCOME

	2020	2019
OWNER MAINTENANCE FEES	\$ 496,524	
RENTAL COMMISSIONS	\$ 40,000	\$ 478,875
INTEREST	\$ 500	\$ 41,000
TOTAL REVENUE	\$ 537,024	\$ 520,275

EXPENSES

ADMINISTRATION EXPENSES:

MANAGER SALARY	\$ 50,000		\$ 50,000
OFFICE EXPENSES	\$ 4,000		\$ 3,500
PAYROLL SERVICE	\$ 1,800		\$ 1,800
PAYROLL TAXES	\$ 7,000		\$ 8,000
POSTAGE & BOX RENTAL	\$ 800		\$ 800
LICENSES & DUES	\$ 1,900		\$ 1,900
FEES PAYABLE TO DIVISION	\$ 124		
INSURANCE	\$ 165,000		\$ 165,000
PROFESSIONAL FEES:			
ACCOUNTING	\$ 4,000		\$ 4,000
LEGAL	\$ 3,000		\$ 3,000
TOTAL PROF. FEES	\$ 7,000		\$ 7,000
TELEPHONE:			
OFFICE & INTERNET	\$ 4,000		\$ 4,700
MGR & MAINT CELL	\$ 1,500		\$ 1,200
ELEVATOR PHONE	\$ 400		\$ 975
TOTAL TELEPHONE	\$ 5,900		\$ 6,875
TOTAL ADMIN EXPENSES	\$ 243,524		\$ 244,875

MAINTENANCE EXPENSES:

MAINT. PAYROLL	\$ 50,000		\$ 47,000
DRYER VENT CLEANING	\$ 2,100		\$ 2,100
LANDSCAPING	\$ 50,000		\$ 45,000
PRESSURE WASHING	\$ 2,700		\$ -
DUMPSTER	\$ 1,500		\$ 2,000
ELEVATOR	\$ 7,000		\$ 7,000
PEST CONTROL	\$ 8,700		\$ 5,800
INSPECTIONS	\$ 4,000		\$ 3,000
ROOF INSPECTION	\$ 1,000		\$ 1,000
POOL:			
POOL SUPPLIES	\$ 5,000		\$ 10,000
POOL MAINT/REPAIR	\$ 10,000		\$ 3,000
TOTAL POOL	\$ 15,000		\$ 13,000
BUILDING EXPENSES:			
BUILDING SUPPLIES	\$ 20,000		\$ 20,000
MAINTENANCE & REPAIRS	\$ 40,000		\$ 30,000
ENGINEERING REPORTS	\$ 2,500		\$ 2,500
TOTAL BUILDING	\$ 62,500		\$ 52,500
TOTAL MAINTENANCE EXPENSES	\$ 204,500		\$ 178,400

UTILITIES:

CABLE	\$ 25,000		\$ 24,000
ELECTRIC	\$ 10,000		\$ 12,000
WATER	\$ 30,000		\$ 36,000
SEWER	\$ 24,000		\$ 25,000
TOTAL UTILITIES	\$ 89,000		\$ 97,000
TOTAL EXPENSES	\$ 537,024		\$ 520,275
TOTAL ANNUAL SURPLUS (DEFICIT)	\$ -		\$ -

OPERATING BUDGET	PER UNIT QUARTERLY	PER UNIT ANNUAL	TOTAL ANNUAL
TOWNHOUSE (10) 3.4%	4,220	16,882	168,818.16
CORNER (9) 3.2%	3,972	15,889	142,998.91
STANDARD (12) 3.1%	3,848	15,392	184,706.93
			<u>496,524.00</u>

KEY COLONY POINT CONDO ASSOCIATION

RESERVES INCOME BUDGET 2020

	PER UNIT QUARTERLY	PER UNIT ANNUAL	TOTAL ANNUAL
TOWNHOUSE	1,840	7,360	73,600
CORNER	1,731	6,924	62,316
STANDARD	1,677	6,708	80,496
			<u>216,412</u>