

## Minutes

St. Augustine Ocean & Racquet Club Condominium Association, Inc.  
Board of Director's Meeting  
February 25, 2016  
Following the Building & Grounds Committee Meeting  
On-site Clubhouse

1. **Call to Order:** Robert Jones, President, called the meeting to order at 12:19 pm on the date and at the location listed above
2. **Determination of a Quorum:** A quorum was announced with the following directors in attendance: Robert Jones, Donald Davis, James Macaluso, Yvonne Wittreich, Susan Welch, Michael Providence, Carol Kuhn, Calum Jaap and David Cook (via conference call).
3. **Confirmation of Proper Meeting Notice:** The President announced that the notice of the meeting was accomplished in accordance with Florida Statutes and the Bylaws of the Association
4. **Approval of Proper Meeting Minutes (December 1, 2015):** *Mrs. Kuhn moved, seconded by Mr. Davis, to approve the minutes from December 1, 2015 and waive reading. All yes, motion carried.*
5. **Officer Reports:**
  - **President:** The President had no comments at this time
  - **Treasurer:** The Treasurer reported that the Association has 5.1 months of operating cash on hand. The reserves are currently down due to the painting project which is owed roughly another \$125,000 by completion. One delinquency is still listed on the A/R report which is with the attorney.
6. **Committee Reports:**
  - **Financial:** Mrs. Kuhn reported that the Finance Committee met and will be presenting the Coldwell Banker contract. Revisions will be discussed during this item on the agenda
  - **Rental:** Amanda Sims reported on behalf of the Rental Committee that Snowbird season had went well and there were a lot of requests for next year. The rental program is also partnering with AirBNB which should be live shortly in order to gain more rentals.
  - **Building & Grounds:** No Report at this time
    - Clubhouse: No Report at this time
    - Cable: Mr. Cook reported that he will be contacting other providers in the next few months.
  - **Rules:** Mr. Providence presented the Board with a set of rules (exhibit A) that have been updated to reflect past changes made by the Board. A new rule, proposed at these meeting, is to update the rule regarding "Leisure Vehicles" which prohibits the use of any self or mechanically propelled vehicle that is not legal to be used on city, county or state roads. Mr. Providence moved, with adding the additional wording of "drone" to the "Leisure Vehicle" rule, seconded by Mrs. Welch, to approve the rules and written and implement them immediately. All yes, motion carried.

- Social: Mrs. Welch cited from the Social Charter on the purpose of the Social Committee and its value to the Rental Program and the Association. The social committee in conjunction with the office has a wide variety of events that are well received by all of the residents and guests.

7. **Unfinished Business**:

- E-Pipe Contract: Mr. Jones moved, seconded by Mr. Davis, to accept the contract from Florida Pipelining Solutions at a cost not to exceed \$400,000. Mrs. Wittreich abstained from voting, all others yes, motion carried.

8. **New Business**:

- Coldwell Banker Contract: Mr. Macaluso moved, seconded by Donald Davis, to approve a contract to be drafted by Management and the Board. Changes are to include changing the wording to “office employees will be asked to direct sales to Coldwell Banker”. Mr. Jaap & Mrs. Wittreich – NO, All other directors – YES, motion carried. This contract will be revisited in 2 months to discuss quality and effectiveness.
- Construction Management Contract for New CSO Building: Mr. Providence moved, seconded by Mr. Davis, to approve a proposal from A.D. Davis for architectural drawings for a new entrance building at a cost of \$1,700.00. All yes, motion carried.
- New Signage for Patios and Hallways: Mr. Providence presented new signage for the hallways and patios to the Board. Mr. Providence moved, seconded by Mr. Macaluso, to move forward on this proposal and have new signs ordered and installed by David. Mrs. Wittreich, Mrs. Welch, Mr. Jaap, Mrs. Kuhn and Mr. Cook – NO. All other directors – YES. Motion denied. This will be considered when preparing the budget for the next fiscal year.
- Rental Rate Increase: Amanda Sims presented the Board with suggested rental rate increases (exhibit B). Mr. Jaap moved, seconded by Mrs. Welch, to approve the proposed rates as is and implement them as soon as the software can be updated. All yes, motion carried.

9. **Other Business to Come Before the Board**: Nothing presented to the Board at this time.

10. **Adjourn**: With no further business to conduct, the meeting was adjourned at 1:03 pm