

# Approved Minutes

St. Augustine Ocean and Racquet Club Condominium Association, Inc.  
Board of Directors Meeting  
Monday, February 12<sup>th</sup>, 2018  
10:00 a.m. Community Clubhouse

1. **Call to Order:** The meeting was called to order at 10:02 pm by President, Robert Jones.
2. **Determination of a Quorum:** The Board Members present: Robert Jones, Carol Kuhn, James Macaluso, William Duddy, Calum Jaap, Lou Dubowicz, Mike Providence and David Rutherford. Yvonne Wittreich was on conference call.

Ellen Lumpkin and Laura Kelley were present on behalf of management.

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. **Approve Minutes from January 30<sup>th</sup>, 2018:** Calum Jaap made a motion, seconded by Carol Kuhn, to approve the minutes from the January 30, 2018 Board meeting. All in favor, motion passed.
5. **Officer Reports:**
  - a. Robert Jones reported on the memo that was sent to owners.
  - b. Carol Kuhn reported on the financials.
6. **Committee Reports:**
  - a. Mike Providence reported on Rules and the 7<sup>th</sup> amendment regarding pets.
  - b. Lou Dubowicz reported on Building and Grounds current and upcoming projects, including Building 5 elevator, bulkhead, south tennis court, walkways, boardwalks and the CSO house.
  - c. Sue Welch reported on recent and upcoming social committee activities.
7. **Unfinished Business:** None
8. **New Business:**
  - a. **Replacement of Community Service Officer's Office:**  
Mike Providence made a motion, seconded by Carol Kuhn, to approve the proposal from Atlantic Construction to refurbish the CSO house at a cost not to exceed \$45,000. Jones, Providence, Rutherford, Duddy, Macaluso, Kuhn, Dubowicz and Wittreich – YES; Jaap – NO. Motion approved (8-1).

- b. **Clubhouse & Unit Rental Rates:** A discussion was held regarding rental fees at the clubhouse as well as staying competitive with unit rental rates.
  - c. **Parking Fee Increase:** Parking pass fees were raised from \$12 to \$15 effective February 1<sup>st</sup>.
  - d. **Processing Fee Increase:** The processing fee for rentals is now called “Resort Fee” and has been increased from \$49.85 to \$75 per reservation.
  - e. **Housekeeping Changes:** The Board had a discussion regarding the excessive amount of housekeeping complaints. The office staff has been interviewing new housekeeping contractors to try to find a solution.
  - f. **Office Apartment Project:** There was a discussion about the current condition of the office apartment. The scope of work will be defined and proposals will be requested for Board review.
  - g. **Rental Committee Co-Chair:** The Board appointed Laura Kelley to Co-Chair the Rental Committee.
  - h. **New Rental Program Contracts:** There was discussion regarding the Rental Committee and increasing the commissions collected on rental fees. The current rate of 15% has never been raised and is less than the other vacation rental commissions in the area. Lou Dubowicz made a motion, seconded by Mike Providence to raise the commission rate to 20%, discussion continued – no vote – motion failed. Lou Dubowicz made a motion, seconded by Bill Duddy, to raise the commission rate to 18%. All in favor, motion passed.
  - i. **Door & Window Specifications:** The Buildings and Grounds Committee will develop specific requirements for doors and windows.
  - j. **Architectural Review Procedure:** An application will be drafted for owners to complete when they make certain changes to their unit. These changes include but are not limited to: any exterior change, replacing windows, replacing doors, installing hard floors, installing hurricane shutters or any interior change that involves changing the floorplan.
9. **Open Forum**
- a. **Damages to Unit 1303:** The owner of 1303 discussed damages caused by a renter to the unit.
  - b. Owners were given an opportunity to discuss agenda items.
10. **Adjourn:** With no further business to conduct, the meeting was adjourned at 12:12