

**St. Augustine Ocean & Racquet Club Condominium Association, Inc.**  
**Annual Meeting of the Members**  
**APPROVED MINUTES**  
**Broadcasted VIA Zoom from**  
**880 A1A Beach Blvd. St. Augustine Beach, FL 32080**  
**October 17, 2020 10:00 am**

1. **Call to Order:** Robert Jones, Chairman, called the meeting to order at 10:08 am on the date and location listed above.
2. **Determination of a Quorum:** A Quorum of the membership was not achieved.
3. **Approval of Minutes of the 2019 Annual Meeting of the Members:** A motion was made by Lou Dubowicz to accept the minutes dated October 19, 2019, as presented. A second was received from Carol Kuhn with all in favor.
4. **Introduction of the Candidates for Election to the Board of Directors:** Candidates were not introduced.

**5. Officer Reports**

- a. **President:** Robert Jones, Association President, began his report by introducing the Management team present and thanking Ellen Lumpkin and her staff of Sovereign & Jacobs, along with Stephanie McEnany, Mark Rainey, David Rake and their teams for all of their hard work over the past year as well as Andrea Barnas' election committee for their time. Mr. Jones addressed the many challenges and changes that occurred with the Covid-19 pandemic including temporary rules restrictions put in place to protect the property and residents. He thanked Management, the Board members as well as owners for adhering to the changes and was proud to report there were no cases of Covid-19 reported on the property as of this date.
- b. **Treasurer:** Carol Kuhn, Association Treasurer, began by thanking the staff at Sovereign & Jacobs for all their assistance. Mrs. Kuhn announced that the operating fund is currently operating at a 5.77-month positive cash flow which was due to an \$86,836 emergency loan (PPP) taken out earlier in the year to assist with making payroll. Management has applied for loan forgiveness for these funds. There is currently \$578, 929 cash on hand in the operating fund and the reserve funds are \$792,202 as of 9/30/2020. There are \$3502 in delinquencies with one being over 90 days due. This unit is in attorney action, and we are working with the Owner's Estate to finalize payment. The Rental Program has \$83,480 cash on hand and its cash flow is 2.33-month and had a net gain of \$3250.76. The rental contribution was met due to the availability for the PPP Loan monies.

**6. Committee Reports**

- a. **Finance:** See Treasurer's Report (attached)
- b. **Rental:** Stephanie McEnany, Rental Manager, gave a report prepared by Gail Garvey, Rental Chairperson could not be in attendance. Gail's report began by thanking the entire staff for their hard work during an unprecedented year with the challenges of Covid-19. During the lockdown of the state, there were many challenges within the association. Work order charges were discussed with many owners. It was agreed that a reduced cost for maintenance items, such as batteries and lightbulbs be stocked in in each unit. Currently, there are 108 units on the Rental Program. With the restriction in other states, and particularly Canada, there are currently 40 units open in January, 16 units in February, and 9 unit in March. This upcoming year the Rental Program will aggressively market the program and units. One plan for marketing includes partnering with a vacation bridge (Rental United) to join with Airbnb and other popular channels on the internet to boost occupancy and income to our rental owner participants.

- c. **Rules:** Michael Providence, Rules Chairperson, stated that there were no rule changes in the past year however there were temporary policies enacted during the Covid-19 pandemic. Any discussions of changes in rules would wait for the new upcoming Board Mike then encouraged owners, especially new owners to visit the owner's corner to review the current rules and regulations.
- d. **Buildings & Grounds:** Lou Dubowicz, Building & Grounds Chairperson, thanked his committee as well as David Rake and his maintenance team for a job well done. Accomplishments this year include the new beach walkovers, and the refurbishment of the elevator in Building 5. The office remodel and the parking lot reseal, were put on hold due to Covid-19 and will be completed this fall. Owners were asked to leave keys to their vehicles with the office or with the CSO office if they were leaving town so they could be moved during the resealing of the parking lot. If they were not left, the vehicles would be moved at the owner's expense. The upcoming projects for 2021 include replacement of the large pool filter, new golf carts and roof replacement for racquet courts. Upcoming plans for 2022 include repainting all buildings for an approximate cost of \$400,000 - \$500,000.
- e. **Social:** Debbie VanDyke, Social Committee Coordinator, thanked the committee for their assistance. No supplies were needed since they were ordered and still available because they are not able to carry out the remaining scheduled events due to Covid-19. They had replaced the tables and had put away all supplies in the storeroom and still had left over money from the prior year. All activities will need to be reviewed for the upcoming winter season by the Social Committee.

7. **General Business to come before the Members:** Questions from the membership were answered by Ellen Lumpkin.

8. **Announcement of the Election results:** The newly elected candidates to the Board are as follows:

**Two Year Terms**

Lou Dubowicz  
Carol Kuhn  
Mike Providence

**One Year Terms**

Bob Jones  
Richard Proffitt  
Don Davis  
Dan Griffin  
Alan Wachs  
Don Welch

9. **Comments from the new President:** Robert Jones, President for the 2020-2021 year, again thanked the staff and his fellow board and committee members for their hard work. New committee members and board positions will be posted in future meeting minutes as well as posted onto the O&R website for viewing.

10. **Adjourn:** With no further business to conduct the meeting was adjourned at 11:30 AM.

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