

Minutes for June 2, 2020

Sand Dollar III Board Emergency Meeting

Location: Recreation Room, 8050 A1A South, St. Augustine, FL

Board members present/available by phone for the meeting included:

- Joshua Herbstman, board chair
- Larry Ridley, board member
- Larry Taylor, board member
- Bob Reed, board member
- Charlie Lane, board member

Also present:

Jim Haga, property manager
Judy Alligood, Coastal Realty

Units represented by their owners calling in included: Units 205, 207, and 606.

Proceedings:

1. The meeting was called to order at 4:02 p.m. A quorum was established. The purpose of the meeting was to (1) discuss emergency actions needed for repair of the elevator, (2) actions needed to authorize the current management or a board member to effectuate emergency repairs of the elevator, and (3) the creation of an emergency operations funding mechanism within the budget.

2. Mr. Herbstman opened the meeting by discussing the litany of issues SB III property owners and property manager have experienced with regards to the elevator. The elevator issues under discussion had been experienced within only 48 hours of when the elevator had last been serviced by ThyssenKrupp. Mr. Herbstman educated those in attendance of the increasingly frequent problems experienced with the elevator and expressed that he felt that this was now the board's number one priority. It was recognized that the tentative operation of the elevator presents issues for occupant safety as well as vendor/service delivery and emergency response personnel. Accordingly, the board moved and unanimously approved the following:

- Motion was made by Mr. Herbstman and seconded by Mr. Lane authorizing its current management (or a sitting board member) to authorize emergency repairs of the property's elevator should the system be inoperative over a weekend or period outside of the normal "service contract hours" in an amount not to exceed \$5000 per occurrence. The Motion was unanimously approved.

3. Mr. Herbstman then expressed the need for funding to be earmarked in the SD III budget for an emergency operations line item. Ms. Alligood advised that this could be accomplished with the board's approval by setting aside an emergency fund within the HOA's reserves. Accordingly, the board moved and unanimously approved the following:

- Motion was made by Mr. Herbstman and seconded by Mr. Ridley authorizing the creation of an emergency operations fund within its reserves budget. The fund will be initiated by transferring \$10,000, from operating surplus funds, to establish the emergency operations fund, which will be used to address emergency issues including plumbing, electrical, elevator, and miscellaneous unforeseen major repairs. Motion was unanimously approved.

4. Mr. Herbstman noted that years ago the board approved of the annual cleaning of property owner dryer vents as a part of SD III's budget. This was done as a measure of safety. In a similar vein, Mr. Herbstman recommended that the same stance be taken with respect to ensuring that A/C systems on the roof be properly secured with straps. The board concurred and accordingly moved and directed unanimously approved of allowing the property manager to visually inspect the straps in place and to take proactive measures to have the straps replaced if necessary. These costs would be borne by the HOA in its budget.

5. Mr. Herbstman noted that the board was open to hearing input from the SD III property owners, as it was important for the board to remain aware of all points of view related to major projects, such as the needed west side walkway repairs. Mr. Herbstman briefly revisited why the board was prepared to move ahead with repairs to the west side walkways versus replacement and again noted that all points of view were welcome from the property owners. To that point, the board discussed the benefits of hiring an independent third party engineer and noted that, given the magnitude of the project involved, would submit a prepared question to the engineer concerning the acceptability of repairing the west side walkways instead of replacing them.

6. Finally, a discussion was held concerning the selection of an independent consultant to ascertain the best plan of action with respect to repairing/replacing the elevator. Accordingly, the board moved and unanimously approved the following:

- Given the systematic outages and problems with SD III's elevator, the Board of Directors authorizes the hiring of an independent elevator consultant to prepare an evaluation of the property's current system and a specific recommendation concerning a modernization plan. Furthermore, the Board is now prioritizing the elevator as the number one priority of SD III's planned Reserve Budget spending.

The meeting was adjourned at 4:52 p.m.

Respectfully submitted: Charlie Lane, Secretary