

**River Oaks Daytona Condominium Association, Inc.**  
**Monday, February 6, 2017**

The meeting was called to order at 6:19PM in the Clubhouse at 711 N Halifax Av., Daytona Beach, FL.

All Directors were present: Steve Wonderly, Barbara Herndon, Mary Hodge, Ginger Friant and Cathy Smith. Also present was John Lee, Property Manager from Tri-County Realty.

January 9, 2017 amended meeting minutes were unanimously accepted.

A treasurer's report was passed out as of December 31, 2016. Discussion on the following took place: (please note that the discussion below had to do with January, but the report that was presented was for EOY)

Profit and Loss was much the same as in prior months.

- We paid the fence off in full. Paid deposit of \$8,500 on September 9, 2016 and when the fence was inspected, we paid the balance of \$4,990.
- We cashed in an Axiom CD and the balance for the fence was paid out of the CD and from Operating Expense. The balance of the CD was transferred to reserves. The CD had hit maturity and is now in 5<sup>th</sup> Third Bank in the checking account.
- An equity account was set up in Reserves and in Operating Expense.
- Closed out the month with \$6,655 under budget.
- The Thyssenkrupp check was cut but not mailed or signed. We will not mail check until they provide some recompense for not servicing the elevator last year. Last year they did not do any preventative maintenance. John recommended that we not pay any bill until they sign in and provide adequate service. We should send a certified letter to them of non-compliance.
- No variances in January to be concerned about.

The treasurer's report was accepted unanimously.

Five owner info sheets are still missing. Association will send out the special assessment letter to those who haven't paid and another request for info sheets will be sent at the same time.

Reviewed three proposals: Stanley Steamer, Color Carpet and Steam Masters. Directors voted unanimously to select Color Carpet for carpet cleaning and removing the enzyme treatment for odor control.

We have received two quotes for painting so far. We will set most of the next meeting for this discussion.

Vent covers were discussed. John has talked to the paint company manufacturer and they will replace them.

Parking lot sealing will happen after painting. John has asked for 2 quotes. We should have them by the next meeting, but we will probably address this in April.

John will make the calendar live within a few days.

- Pest control dates and mailing of financial reports to be included.
- John to send receipts and financial reports to owners. Should receive email from John for review in about 10 days.

Ginger and Ron looked at a general Hurricane Preparedness Plan. Ginger agreed to work preparing a plan that would be specific to what we need.

A security camera company to come out to give us a quote.

Roof Repairs – we received a final quote from Roy Hand for \$385 for unit 309 plus \$125 for a ding on the roof. The Directors unanimously agreed to have the repair completed and finance it from reserves.

The front sign bulbs were ordered and Barbara will pick them up and install them. The cost for two sets is in the range of \$150.

John asked that fence insurance be added to coverage with Brown and Brown. We may need to negotiate a separate deductible for the fence for the new year.

The cleaning contract was a discussion item. Cathy has created a draft contract with a few minor changes. We have liability insurance that will extend to them in the event anything would happen, but they should have a minimum of \$100,000. Cathy will add that to the contract and have a conversation with them.

It was recommended that we change lawn companies. We do not have a fully executed contract and that they are not fulfilling the terms of what they proposed. There was also a palm tree and fertilizing discussion. We will get the palms close to the building trimmed now. John will talk to Freshly Trimmed about the crepe myrtle and the dead palm. John will get us some estimates for other vendors and we will put them on a 30-day notice when we have estimates. Cathy to get budget details for landscaping care for John.

We will formally cancel our contract with Universal Towing. The Directors unanimously approved that we go with Fryer's Towing. Cars will not be towed unless someone is available to sign for the vehicle being towed, a 24-hour notice must be placed on the vehicle, and will not tow without John or a designated authorized person(s) to approve the tow. The process will be that a Director places the notice on the vehicle and owners should have already contacted John.

The pool is not being serviced according to contract. John got an estimate from Blue Water Pools for \$350 and Blue Ribbon for \$365 per month. The Board voted to formally notify them that we are not happy and give them an opportunity to fix things.

We were notified that we have a water leak in the pool. We decided to go for a week and turn the water off and monitor on a daily basis how much water we're losing. Turn the water off, keep the pool pump running and if the level drops a half a foot or more, then we have a leak. A leak wasn't represented in the last billing cycle. We can check again when the new bill arrives.

A Board Filing Day was set for Wednesday at 3:30.

The No Solicitation sign will be delivered soon. It was delivered to the wrong address.

We will review Rules and Regulations at a future board meeting. Send your proposed changes to the River Oaks email address.

Steve will poll the owners with block windows to see if they are willing to change the windows and will report back. Homeowners are responsible for the cost of changing windows.

We expect an estimate from A1A Fence for pool gates and for balcony rust. They sent a budgetary quote for a fence along the front of the property.

There is graffiti on the garbage dumpster area. Light green paint is available and should be painted prior to formal painting. No one volunteered to perform the service.

The Directors unanimously approved getting a decent, tall, donated bookcase.

There was discussion about renter and owner qualification criteria. John provided guidance and he will send us a copy of a set of criteria from another association. We will discuss more at another meeting. A motion was made and withdrawn for the number of days to process an application.

Steve is to write up a draft Information Security Policy.

There was discussion about when to turn off lights in the pool area in the winter. This was tabled for later discussion.

Next Meeting Date – March 6 at 6:15.

The meeting was adjourned at 8:22PM.

Prepared by Cathy Smith