

BAHIA DEL MAR VII CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
December 11, 2014

A Board of Directors Meeting of the Bahia Del Mar VII Condominium Association Inc. was held immediately following the Reconvened Special Membership Budget Meeting, on Tuesday, December 2, 2014, at Resource Property Management's Conference Room located at 5901 Sun Boulevard, Suite 103, St. Petersburg, Florida.

Jim Fischer called the meeting to order at 2:07 pm.

Directors present were: Jim Fischer, Alex Goodson, Susan Sawyer, Ken Kalota and via conference call, Cam Doherty.

Also present were Bill Coffman, Community Association Manager, Resource Property Management; Tina McGowan, Recording Secretary, Resource Property Management; and 1 homeowner.

A quorum was established with all 5 Board Members in attendance.

Jim Fischer attested that Notice for this meeting was posted on the premises forty eight (48) hours before the meeting by order of the Board of Directors and in compliance with Florida statutes.

New Business:

- A. Adoption of the 2015 Budget: A **Motion** was made by Ken Kalota and seconded by Alex Goodson, to approve the 2015 Budget as presented. With all in favor, the **Motion** carried.
- B. Elevator Contract: A **Motion** was made by Ken Kalota and seconded by Susan Sawyer, to approve the Right Way Elevator maintenance proposal: a two year contract, including 24 hour service (no overtime fees), at \$185.00 per month. With all in favor, the **Motion** carried.

Discussion: The Board discussed several issues:

1. Removing a section of the wall to check for water intrusion rather than removing and reinstalling all of the windows. They agreed to start on building 7.
2. The cost of hiring a company to service the pool vs. in house maintenance and chemicals. They decided to remain with in house maintenance.
3. Removal of the stains on the pool deck. They will have maintenance pressure wash a couple areas to see if it helps.
4. Contacting the city to have the rat traps rebaited.
5. Changing the front lights to LED. Bill Coffman will check into pricing.
6. Inspection of any missing or damaged parking signs, and adding a new sign to deter neighboring communities from parking in the guest spots.

There being no further business, a **Motion** was made by Ken Kalota and seconded by Susan Sawyer, to adjourn. With all in favor, the meeting was adjourned at 2:55 pm.

Respectful submitted,
Tina McGowan, Recording Secretary
Resource Property Management

BAHIA DEL MAR VII CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

March 18, 2015

A Board of Directors Meeting of the Bahia Del Mar VII Condominium Association Inc. was held on Wednesday, March 18, 2015, at Resource Property Management's Conference Room located at 5901 Sun Boulevard, Suite 103, St. Petersburg, Florida.

Cam Doherty called the meeting to order at 10:00 am.

Directors present were: Cam Doherty, Jim Fischer, Susan Sawyer, Ken Kalota and Bruce Gil. Cam Doherty.

Also present were Bill Coffman, Community Association Manager, Resource Property Management; Kelly Oalman, Recording Secretary, Resource Property Management; and 2 homeowners.

A quorum was established with all 5 Board Members in attendance.

Bill Coffman attested that Notice for this meeting was posted on the premises forty eight (48) hours before the meeting by order of the Board of Directors and in compliance with Florida statutes.

Old Business:

A. Pool lights

- ❖ A motion was made by Ken Kalota and seconded by Bruce Gil that the lights at the pool stay on until 10:10 pm. In favor were Ken Kalota, Bruce Gil and Cam Doherty, opposed were Jim Fischer and Susie Sawyer, majority in favor, motion carried.

B. Roof

The Board would like to receive a letter in writing from SPF roofing that if the Board were to cut into the existing roof to look for a leak, that the warranty would not be voided. Bill Coffman to obtain this information. Once received, Bill Coffman, Board Members and Maintenance will cut a section of the roof that they believe could be causing damage in a unit below. Once determine, the recommended solution that was agreed upon, was to place silicone in the open area to seal potential leak. If the leak is not in this area, other avenues will be explored.

New Business:

A. OneSource application – The OneSource application is currently available to the Board of Directors. An overview of the application was given by Kelly Oalman of how the system can be utilized by the Board and the membership and the potential cost savings associated.

- ❖ A motion was made by Ken Kalota and seconded by Susie Sawyer to sign up for the OneSource application for an amount not to exceed \$750.00, all in favor, motion carried.

B. Custodial

Custodial staff supplied by Tropical Cond is now down to 3 hours per day, 3 days per week. There is no statement in the contract that provides the number of hours to be provided, only a description of what work will be done. Bill Coffman to schedule a meeting with various Board members and Larry from Tropical to discuss what is expected and what is not being done.

C. Elevator & Elevator Contracts – Elevator contracts general renew ever 5 years. Building 7 is with Schindler, Building 8 is with Rightway, Building 9 is up for renewal.

- ❖ A motion was made by Jim Fischer and seconded by Ken Kolata to select Rightway Elevator as the new vendor for Building 9 for \$180.00 per month for 24 hour coverage, all in favor, motion carried.

D. Fire Alarms- Bill Coffman to obtain bids to replace the fire paneling and wiring for Building 9

E. Walkways – The walkways are naturally pitted for traction when walking. Other walkways need to be power scrubbed and sealed. Bill Coffman to speak with Gemstone to come do a sample cleaning in front of unit 112

F. Christmas – The Board was very impressed with the trees in each building this past Holiday and would like to use the same company again this year. Further discuss later in the year.

G. Pool Furniture – The condition of the pool furniture was discussed, specifically 10 chairs that are not compliant

- ❖ A motion was made by Jim Fischer and seconded by Ken Kolata to purchase 10 new high lounge chairs, 5 new table tops and 5 umbrella bases from Outdoor Furniture Connection in an amount not to exceed \$4000.00, to be taken from Building Supply/Repair, all in favor, motion carried.

H. Bike rack and kayak rack – tabled for a future meeting

I. Lobbies – Maintenance to complete the Lobby in Building 9 and the remaining buildings to be completed over the summer.

J. Gutters – A discussion was held regarding the repair of the gutters, specifically for building 7 in which a crane would need to be brought to the property for the repairs. Bill Coffman and the Board will reach out to the Contractor to determine if it is feasible to do all of the buildings while the crane is on site, and what the cost would be.

K. Pool Heating Parts – Bill Coffman to check with Symbiont to verify if the piping used is made of titanium or other material to determine if there is going to be any future repair/replacement costs.

Other Items Discussed

- Benchmark meetings with the Bayway Alliance regarding landscaping of the Island
- Mandatory water shut off – amending association documents
- Jim Fischer to remain in charge of Landscaping for Bahia Del Mar VII.

There being no further business, a **Motion** was made by Jim Fischer and seconded by Ken Kalota and to adjourn. With all in favor, the meeting was adjourned at 12:30 pm.

Respectful submitted,

Kelly Oalman, Recording Secretary
Resource Property Management

BAHIA DEL MAR #7
 APPROVED Budget
 For 1/01/2014 to 12/31/2014

Board Signature: *Dir. to Order Budget*

Approval Date: 12/5/13 *u*

	2013 Annual Budget	2013 Projected Expenses	2014 Proposed w/Partial Reserves	2014 % Increase (Decrease) Partial Reserves
INCOME				
1010-Maintenance Fees	542,688.00	542,880.00	561,728.00	3.51%
1050-Application Fee	16,000.00	21,250.00	16,000.00	0.00%
1060-Late Charges	0.00	4,107.57	0.00	0.00%
1800-Operating Interest	0.00	22.59	0.00	0.00%
OPERATING INCOME	558,688.00	568,260.16	577,728.00	3.41%
OTHER INCOME				
1995-Reserve Interest	0.00	1,282.24	0.00	0.00%
TOTAL OTHER INCOME	0.00	1,282.24	0.00	0.00%
TOTAL INCOME	558,688.00	569,542.40	577,728.00	3.41%

EXPENSES & RESERVE FUNDING

MAINTENANCE & REPAIR

2020-Pool & Hot Tub	7,000.00	5,480.23	7,000.00	0.00%
2045-Bldg Supply/Repair	30,000.00	13,174.03	30,000.00	0.00%
2055-Maintenance Salary	50,000.00	48,063.85	50,000.00	0.00%
2056-Janitorial	29,000.00	27,389.89	29,000.00	0.00%
2060-Elevator	10,000.00	17,268.29	15,000.00	50.00%
2070-Grounds Contract	21,000.00	19,872.75	21,000.00	0.00%
2071-Ground Supply/Repair	13,000.00	6,868.89	10,000.00	-23.08%
2078-Unbudgeted Fire System	3,000.00	3,875.46	3,000.00	0.00%
2099-Security	17,000.00	16,839.20	17,000.00	0.00%
TOTAL MAINTENANCE & REPAIR	180,000.00	158,832.58	182,000.00	1.11%

UTILITIES

4010-Electric	27,500.00	23,887.44	27,000.00	-1.82%
4015-Water/Sewer/Stormwater	43,784.00	43,213.91	45,500.00	3.92%
4040-Trash	13,700.00	11,194.15	13,000.00	-5.11%
4050-Telephone	1,800.00	1,922.27	2,000.00	11.11%
4070-Cable TV	43,335.00	42,751.63	46,160.00	6.62%
TOTAL UTILITIES	130,119.00	122,969.39	133,660.00	2.72%

ADMINISTRATIVE

BAHIA DEL MAR #7
APPROVED Budget
 For 1/01/2014 to 12/31/2014

Board Signature: _____

Approval Date: _____

	2013 Annual Budget	2013 Projected Expenses	2014 Proposed w/Partial Reserves	2014 % Increase (Decrease) Partial Reserves
5010-Management Fee	19,627.00	19,626.72	20,000.00	1.90%
5011-Administrative	6,000.00	7,174.54	7,500.00	25.00%
5015-Division Fees	540.00	540.00	540.00	0.00%
5016-License/Permit	760.00	836.25	850.00	11.84%
5030-Professional Fee	2,500.00	4,629.00	7,500.00	200.00%
5036-IRS Taxes	100.00	0.00	0.00	-100.00%
5040-Un-reserved Insurance Premium	0.00	53,300.00	0.00	0.00%
5096-Provis for Delling Owners	12,000.00	5,000.00	0.00	-100.00%
TOTAL ADMINISTRATIVE	41,527.00	91,106.51	36,390.00	-12.37%

COMMON AREA ASSESSMENT

7020-Common Area Fee	34,020.00	34,017.84	34,020.00	0.00%
TOTAL COMMON AREA ASSESSMENTS	34,020.00	34,017.84	34,020.00	0.00%
TOTAL OPERATING EXPENSES	385,666.00	406,926.33	386,070.00	0.10%

RESERVE FUNDING

9010-Painting	0.00	0.00	0.00	0.00%
9020-Roofing	37,500.00	37,500.00	39,600.00	5.60%
9030-Paving	0.00	0.00	0.00	0.00%
9041-Service Doors	0.00	0.00	0.00	0.00%
9047-Fire Pumps	2,500.00	2,499.98	1,000.00	-60.00%
9049-Fire Alarms	1,000.00	999.96	1,000.00	0.00%
9050-Lights & Alarms	600.00	600.00	0.00	-100.00%
9052-Walkways	0.00	0.00	8,620.00	100.00%
9064-Elevators	0.00	0.00	0.00	0.00%
9067-Balcony/Coatings	0.00	0.00	0.00	0.00%
9070-Pool	851.00	851.04	0.00	-100.00%
9071-Pool Deck & Lining	17,071.00	17,070.96	4,167.00	-75.59%
9074-Hazard Insurance	93,500.00	93,500.04	105,000.00	12.30%
9075-Flood Insurance	20,000.00	20,000.04	19,831.00	-0.85%
9090-Defered Maintenance			11,440.00	100.00%
9092-Lobby Windows	0.00	0.00	1,000.00	100.00%
9095-Interest	0.00	1,282.24	0.00	0.00%
TOTAL RESERVE FUNDING	173,022.00	174,304.24	191,658.00	10.77%

MISCELLANEOUS DISBURSEMENTS

TOTAL MISC DISBURSEMENTS	0.00	0.00	0.00	0.00%
TOTAL EXPENSES/RESERVE FUNDING	173,022.00	174,304.24	191,658.00	10.77%
TOTAL DISBURSEMENTS	558,688.00	581,230.57	577,728.00	3.41%
NET(INCOME LESS DISBURSEMENTS)	0.00	(11,688.17)	0.00	0.00%

BAHIA DEL MAR #7
 Maintenance Fee
 APPROVED Fee Schedule for Year
 1/01/2014 to 12/31/2014

Maintenance Fees With Partially Funded Reserves

Description	Class Type	% of Own	# Units	% Own by Class	2013 Monthly	2013 Annual	2014 Proposed Monthly	2014 Proposed Annual
Maintenance Fee	MN1	0.833330%	120	100.000%	377.00	4,524.00	390.00	561,725.75
Totals			<u>120</u>	<u>100.000%</u>				<u>561,725.75</u>
Number of Payments Each Year			12					

BAHIA DEL MAR #7

APPROVED Reserve Plan
for 1/01/2014 to 12/31/2014

Reserve Item	Repair/ Replace Cost	2013 funding less exp as of 6/30/2013	Anticipated exp 7/01/2013- 12/31/2013	Estimated Reserve Balance on 1/01/2014	Remaining Unreserved Funds	Est New Life	Rem Life Yrs	2014 Optional Partial Funding
9010-Painting	150,000.00	24.43		24.43	149,975.57	10	8	0.00
9020-Roofing	390,000.00	26,651.32		26,651.32	363,448.68	25	7	39,600.00
9030-Paving	44,000.00	17,101.35		17,101.35	26,898.65	10	5	0.00
9041-Service Doors	2,006.00	2,006.00		2,006.00	0.00	1	1	0.00
9047-Fire Pumps	60,000.00	2,506.69		2,506.69	57,493.31	29	10	1,000.00
9049-Fire Alarms	16,000.00	1,006.81		1,006.81	14,993.19	19	8	1,000.00
9050-Lights & Alarms	10,000.00	600.00		600.00	9,400.00	1	1	0.00
9052-Walkways	27,000.00	3,650.00		3,650.00	23,350.00	10	1	8,620.00
9064-Elevators	125,000.00	81,142.43		81,142.43	43,857.57	19	10	0.00
9067-Balcony/Coatings	10,000.00	1,762.51		1,762.51	8,237.49	3	1	0.00
9070-Pool	10,000.00	1,490.48	1,490.48	0.00	10,000.00	15	14	0.00
9071-Pool Deck & Lining	25,000.00	19,997.44	19,997.44	0.00	25,000.00	7	6	4,167.00
9074-Hazard Insurance	105,000.00	56,778.94	56,778.94	0.00	105,000.00	1	1	105,000.00
9075-Flood Insurance	30,000.00	10,169.02		10,169.02	19,830.98	1	1	19,831.00
9080-Deferred Maintenance	11,440.00	0.00		0.00	11,440.00	1	1	11,440.00
9092-Lobby Windows	2,811.00	690.85		690.85	2,120.15	1	1	1,000.00
9095-Interest		1,478.73		1,478.73	(1,478.73)			0.00
Totals								<u>191,658.00</u>

The Association's board of directors estimated the remaining useful lives and replacement costs of the reserve items. The estimates were based on internal projections.

BDM7 2015 Budget APPROVED

12/11/2014 1:01 PM Page 1

BAHIA DEL MAR #7
 APPROVED Budget
 For 1/01/2015 to 12/31/2015

Board Signature: _____

Will Get Press to Sign Off
For Item Fixed

Approval Date: _____

12/11/14
Will Get Press to Sign Off

2014 Annual Budget	2014 Projected Expenses	2015 Proposed w/Partial Reserves	2015 % Increase (Decrease)
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INCOME

1010-Maintenance Fees	561,728.00	561,600.00	561,599.00	-0.02%
1040-Misc/Pool Tags	0.00	150.00	0.00	0.00%
1050-Application Fee	16,000.00	25,050.00	20,000.00	25.00%
1060-Late Charges	0.00	808.26	0.00	0.00%
1075-Ins Claim Funds-Water Dmg	0.00	8,849.72	0.00	0.00%
1800-Operating Interest	0.00	23.61	0.00	0.00%
OPERATING INCOME	577,728.00	596,481.59	581,599.00	7.39%

OTHER INCOME

1995-Reserve Interest	0.00	596.34	0.00	0.00%
TOTAL OTHER INCOME	0.00	596.34	0.00	0.00%
TOTAL INCOME	577,728.00	597,077.93	581,599.00	7.39%

EXPENSES & RESERVE FUNDING

MAINTENANCE & REPAIR

2020-Pool & Hot Tub	7,000.00	7,792.54	7,800.00	11.43%
2045-Bldg Supply/Repair	30,000.00	29,121.11	35,000.00	16.67%
2048-Unbudget Roofing Project	0.00	12,400.00	0.00	0.00%
2055-Maintenance Salary	50,000.00	48,677.92	51,500.00	3.00%
2056-Janitorial	29,000.00	27,026.49	29,000.00	0.00%
2060-Elevator	15,000.00	9,876.83	15,000.00	0.00%
2070-Grounds Contract	21,000.00	20,400.00	21,000.00	0.00%
2071-Ground Supply/Repair	10,000.00	9,064.00	10,000.00	0.00%
2078-Fire System	3,000.00	5,910.70	3,000.00	0.00%
2099-Security	17,000.00	15,647.82	17,000.00	0.00%
TOTAL MAINTENANCE & REPAIR	182,000.00	185,917.41	189,300.00	4.01%

UTILITIES

4010-Electric	27,000.00	25,423.95	27,000.00	0.00%
4015-Water/Sewer/Stormwater	45,500.00	41,688.11	44,100.00	-3.08%
4040-Trash	13,000.00	13,163.76	13,000.00	0.00%

BAHIA DEL MAR #7

APPROVED Reserve Plan
for 1/01/2015 to 12/31/2015

Reserve Item	Repair/ Replaca Cost	2014 funding less exp as of 12/31/2014	Anticipated exp. 7/01/2014- 12/31/2014	Estimated Reserve Balance on 1/01/2015	Remaining Unreserved Funds	Est New Life	Rem lfe Yrs	2015 Optional Partial Funding
9010-Painting	150,000.00	24.43	0.00	24.43	149,975.57	10	7	0.00
9020-Roofing	390,000.00	17,666.64	0.00	17,666.64	372,333.36	25	15	36,000.00
9030-Paving	44,000.00	17,101.35	0.00	17,101.35	26,898.65	10	4	0.00
9041-Service Doors	2,006.00	2,006.00	0.00	2,006.00	0.00	1	1	0.00
9047-Fire Pumps	60,000.00	3,506.65	0.00	3,506.65	56,493.35	29	9	1,000.00
9049-Fire Alarms	16,000.00	2,006.77	0.00	2,006.77	13,993.23	19	4	3,500.00
9050-Lights & Alarms	10,000.00	600.00	0.00	600.00	9,400.00	1	1	1,000.00
9052-Walkways	27,000.00	12,271.98	0.00	12,271.98	14,728.02	10	1	0.00
9064-Elevators	125,000.00	81,142.43	0.00	81,142.43	43,857.57	19	9	0.00
9067-Balcony/Coatings	10,000.00	1,762.51	0.00	1,762.51	8,237.49	3	1	0.00
9070-Pool	25,000.00	1,491.00	0.00	1,491.00	23,509.00	15	13	0.00
9071-Pool Deck & Lining	15,000.00	8,102.02	0.00	8,102.02	6,897.98	7	5	0.00
9074-Hazard Insurance	106,000.00	105,000.00	105,000.00	0.00	106,000.00	1	1	106,000.00
9075-Flood Insurance	30,000.00	4,610.52	0.00	4,610.52	25,389.48	1	1	25,389.00
9090-Deferred Maintenance	0.00	7,425.38	0.00	7,425.38	{7,425.38}	0	0	23,950.00
9092-Lobby Windows	2,811.00	1,692.83	0.00	1,692.83	1,118.17	1	1	0.00
9095-Interest	0.00	2,029.99	0.00	2,029.99	{2,029.99}	0	0	0.00
Totals								<u>196,839.00</u>

The Association's board of directors estimated the remaining useful lives and replacement costs of the reserve items. The estimates were based on internal projections.

The Association's current policy is to not allocate interest monthly unless a motion is made by the Board of Directors. The association's reserves were/were not waived for the period.

BAHIA DEL MAR #7
 Maintenance Fee
 APPROVED Fee Schedule for Year
 1/01/2015 to 12/31/2015

Maintenance Fees With Partially Funded Reserves

Description	Class Type	% of Own	# Units	% Own by Class	2014 Monthly	2014 Annual	2015 Proposed Monthly	2015 Proposed Annual
Maintenance Fee	MN1	0.833330%	120	100.000%	390.00	4,680.00	390.00	561,596.75
Totals			<u>120</u>	<u>100.000%</u>				<u>561,596.75</u>

Number of Payments Each Year 12

Number of Payments Each Year 12

BAHIA DEL MAR #7
APPROVED Budget
For 1/01/2015 to 12/31/2015

Board Signature: _____

Approval Date: _____

	2014	2014	2015	2015 %
	Annual	Projected	Proposed	Increase
	Budget	Expenses	w/Partial	(Decrease)
			Reserves	
4050-Telephone	2,000.00	1,679.83	2,000.00	0.00%
4070-Cable TV	46,160.00	30,121.28	40,320.00	-12.65%
TOTAL UTILITIES	133,660.00	112,076.93	126,420.00	-5.42%

ADMINISTRATIVE

5010-Management Fee	20,000.00	19,953.82	21,000.00	5.00%
5011-Administrative	7,500.00	5,658.78	7,500.00	0.00%
5015-Division Fees	540.00	480.00	540.00	0.00%
5016-License/Permit	850.00	921.25	900.00	5.88%
5030-Professional Fee	7,500.00	2,304.46	5,000.00	-33.33%
TOTAL ADMINISTRATIVE	36,390.00	29,318.31	34,940.00	-3.98%

COMMON AREA ASSESSMENT

7020-Common Area Fee	34,020.00	34,062.60	34,100.00	0.24%
TOTAL COMMON AREA ASSESSMENTS	34,020.00	34,062.60	34,100.00	0.24%
TOTAL OPERATING EXPENSES	386,070.00	361,375.25	384,760.00	-0.34%

RESERVE FUNDING

9010-Painting	0.00	0.00	0.00	100.00%
9020-Roofing	39,600.00	39,600.00	36,000.00	-37.32%
9030-Paving	0.00	0.00	0.00	100.00%
9041-Service Doors	0.00	0.00	0.00	0.00%
9047-Fire Pumps	1,000.00	999.96	1,000.00	527.70%
9049-Fire Alarms	1,000.00	999.96	3,500.00	249.80%
9050-Lights & Alarms	0.00	0.00	1,000.00	100.00%
9052-Walkways	8,620.00	8,619.96	0.00	70.86%
9064-Elevators	0.00	0.00	0.00	100.00%
9067-Balcony/Coatings	0.00	0.00	0.00	100.00%
9070-Pool	0.00	0.00	0.00	100.00%
9071-Pool Deck & Lining	4,167.00	4,167.00	0.00	-66.88%
9074-Hazard Insurance	105,000.00	105,000.00	106,000.00	0.95%
9075-Flood Insurance	19,831.00	19,830.96	25,389.00	28.03%
9090-Deferred Maintenance	11,440.00	11,439.96	23,950.00	-100.00%
9092-Lobby Windows	1,000.00	999.96	0.00	11.80%
9095-Interest	0.00	596.34	0.00	0.00%
TOTAL RESERVE FUNDING	191,658.00	192,254.10	196,839.00	22.97%

BAHIA DEL MAR #7
 APPROVED Budget
 For 1/01/2015 to 12/31/2015

Board Signature: _____

Approval Date: _____

		2015	
2014	2014	Proposed	2015 %
Annual	Projected	w/Partial	Increase
Budget	Expenses	Reserves	(Decrease)

MISCELLANEOUS DISBURSEMENTS

TOTAL MISC DISBURSEMENTS	0.00	0.00	0.00	0.00%
TOTAL EXPENSES/RESERVE FUNDING	191,658.00	192,254.10	196,839.00	22.97%
TOTAL DISBURSEMENTS	577,728.00	553,629.35	581,599.00	7.39%
NET(INCOME LESS DISBURSEMENTS)	0.00	43,448.58	0.00	0.00%