

THE CASTLE COUNCIL

BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 17, 2018

CALL TO ORDER

The regular meeting of the Board of Directors was call to order at 6:30 P.M. on September 17, 2018 in The Castle Council Lobby area by Kimberly Ekholm, President/Chairman and Catalina Martinez recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

ROLL CALL

Kimberly, President/Chairman conducted a roll call. The following persons were present:

- Kimberly Ekholm - President/Chairman
- Erik Boland – LCAM (Property Manager)
- Jon Snyder - Vice President
- Dennis Prisby - Secretary
- Gerald Doty - Treasure
- Veronica Cloetingh - Director at large (VIA TELEPHONE)

Erik Boland, LCAM introduced himself as the New Property Manager for Castle Council (Sea Castle) to unit owners that were present as well as the Board of Directors.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: A motion by Kimberly, President/Chairman to approve the meeting minutes from March 19th and June 18th of 2018, ALL in favor, **MOTION** passed.

REPORTS

- a) Treasure report was given by Gerald;
- b) Income Statement Financial Report as of 9/17/2018;

Revenue:

- Total Revenue Account for the current period \$34,818
- Budget \$41,711
- Variance – (\$8,892)
- Revenue Year-to-Date \$345,766
- Budget \$333,693
- Variance + \$12,073

Operating Expense:

- Total Operating Expense for the current period \$34,063
- Budget \$37,873
- Expense Year-to-Date \$309,239
- Budget \$302,986
- Variance – (\$6,252)

TD Reserves \$3,838

Assets \$ 256, 236

Liability \$189,227

c) Secretary report was given by Dennis;

- If owners are interested in running for the Board, the "first notice of election" will be mailed out approximately sixty (60) days prior to the scheduled election. It will be explaining the process for qualifying for the Board. A "second notice of election" will be mailed out approximately 30 days prior to the December 3rd meeting which will contain the election ballot.
- Please don't forget the parking rules stated in the Rules & Regulations (Paragraph 18 &19);
 - All vehicles must be pulled in facing the wall (G);
 - All residents must have a parking permit;
 - All visitors must park in the East lot (H);Sea Castle reserves the rights to tow any vehicles that do not adhere to the Sea Castle Rules and Regulations.
- **DO NOT** dispose of any feminine pads, diapers, wet wipes or anything disposable in the toilets or sinks. Even if it does not clog up the toilets or drain, it will clog up the unit below. The drain in the Men's pool bathroom has had a sewage backup problem numerous times over the last few weeks due to the west stack plugged up with the items mentioned above. This has been causing all problems for us.
- **DO NOT** pour grease down the drains. The grease builds up and clogs the drains below. Currently we flush the drains twice a year to help curtail the grease buildup. If we have to increase the process per year, it may eventually affect the maintenance fees.;
- Anyone who is using the grill is expected to clean it after use. Cleaning tools have been replaced numerous times due to loss so, please return the cleaning tools after use. Also, please close the grill top after use to protect it from the elements;
- In order to keep a safe environment at the Sea Castle, Rules & Regulations (8.D) states: All guests staying more than 30 days must have a background check.

d) Docks Committee Report was given by Ken;

- Ken announced that the Docks are good.

e) Decorating Committee Report was given by Kimberly;

- In a few weeks Fall will be approaching, and decorations will be up for Fall, Halloween, Thanksgiving and Christmas.

OLD BUSINESS

a) Old Business information was given by Kimberly, President/Chairman;

- Steps are done, waiting on the heat too die down in order to paint;
- Pool Company cleaning has started;
- New signs are done;
- Ashtrays have been replaced;
- Palm trees have been trimmed;
- Pool lights have been fixed and monitoring to make sure the lights are operating.

NEW BUSINESS

a) Spreadsheet has been created by Kimberly, President/Chairman to keep owners updated with new projects and current;

- Repairs for the Docks and Gazebo;
- Paint the whole Gazebo and the flooring on the Gazebo;
- Storage hallway/ Paint the two breezeways;
- Paint the Pool deck
- Additional quotes are being discussed for the cameras;
- Call Box installed. Installment will be on Wednesday;
- Ceiling tiles in laundry room will be replaced as soon as possible;
- The hinges will be painted;
- The Fence, Pool Chairs, Lobby Doors will be power washed;
- The kick plates from the doors will be replaced and or repaired;
- Mulch on the Flower beds;
- Fix the gate by the driveway;
- We have a job description for Steve (Maintenance);
- Metal gate at the swimming pool needs to be replaced
- Parking lot seal coat;
- Sign-up sheets will be formalized for those who would like to be put on the email.

ANNOUNCEMENTS

Kimberly, President/Chairman stated, in order to be voted to be appointed on the board, you would need to be current. If delinquent, letters will be sent out. Failure to comply upon the 30, 60 and 90 day(s) Notice of delinquency will sent to an Attorney.

OPEN DISCUSSION

b) Open discussion from residents/unit owners;

- French drains should be cut, an estimate will be discussed;
- Maintenance (Steve) needs to be replace as he is not complying with his duties;
- Put up a list for those who would like to volunteer for the Committees;

ADJOURNMENT

There being no further business to come before the meeting, Kimberly, President/Chairman adjourned the meeting at 7:30 P.M. John Snyder **SECONDED**.

Respectfully submitted by,

Catalina Martinez, Recording Secretary

Minutes submitted by: Catalina Martinez

Minutes approved by: Kimberly