

THE CASTLE COUNCIL BOARD MEETING MINUTES

Aug 21, 2025

Call to order the meeting was called to order at 6:02 PM on August 21, 2025 in the Ameritech New Port Richey office by Anita Reich, President/Chairperson and Jody Pavlak, Secretary recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Certify Quorum of the Board and membership

Anita, President/Chairman conducted a roll call. The following people were present.

- Anita Reich – President
- Jon Snyder - Vice President via zoom
- Jody Pavlak – Secretary
- Ron Burgess – Treasurer
- Ken Anderson – Director – via zoom

Proof of Notice of the meeting – notices was sent by Ameritech via e-blasted, and notification was hung in Sea Castle as required.

Read or waive minutes of the last members meeting

A motion was made by Jody Pavlak and seconded by Ron Burgess to waive the reading of the minutes from the previous meeting. Unanimously approved

Reports

a) Treasurer report was given by Ron Burgess.

1. Bank account balances as of 07/31/2025

Operating funds	\$ 980,332.54
Reserve funds	<u>\$ 306,404.10</u>
Total funds	\$ 1,286,736.64

2. Actual vs Budget as of 07/31/2025

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Revenue (excluding Boat dock Income)	\$ 1,313,928.48	\$ 551,709.20	\$ 762,219.28
Expenses			
Operating Expenses	\$ 556,251.13	\$ 491,352.61	\$ (64,898.52)
Non-SIRS Reserves	\$ 25,396.07	\$ 25,396.07	\$ 0.00
SIRS Reserves	\$ 34,960.38	\$ 34,960.38	\$ 0.00

3. Delinquencies as of 07/31/25

Maintenance Fees 2025	\$ 17,458.17
Boat Dock 2025	\$ 500.00
Legal fees & interest	<u>\$ 253.88</u>
Total delinquencies	\$ 18,212.05

Please note : From our rules & regulations page 7

17. Maintenance payments

Monthly maintenance fees are due and payable on the first of the month. Delinquent fees will incur a late fee and interest in the amount of 10% per year, after 10 days past due. Failure to pay assessments within 30 days of the due date will result in legal action as provided in the Governing Documents and the State Law.

A motion was made by Jody Pavlak and seconded by Ken Anderson to accept the Treasurers report as. Unanimously approved

Reports

A.) Boat Dock Committee – It was reported that Gary (unit 614) installed new cleats where needed. An owner reported that the center dock has some damage that requires repair. We will put caution tape around the area until it is repaired.

B.) Events Committee – There will be a Labor Day Party ... signs to be posted

Old Business

- Pye Barker has suggested we wait until the new electrical panels are installed and working to test the water pump. Prior to testing, we will need a new jockey pump which was part of the flood insurance claim.
- Based on his 2/22/24 roof inspection the Pasco County Inspector had stated he would provide a letter that he agrees that our roof is concrete. Multiple follow-ups have occurred yet to date we have not received anything. Ken has identified 6 building plans that specify that we have a concrete roof. In the fall, Ken, Ron and Andrew will meet with the head of the Pasco Building Department to discuss how we correct the county records.
- The process to control the 15% rental cap was amended at the 4/28/25 board meeting (see BOD minutes). The rules & regulations will be updated to reflect the change.

- Laundry equipment to be updated to accept the future price increase. Washer \$2.00 per load, Dryer \$1.50 per load.
- JRG Productions is installing a new camera system.
- The gazebo over the grill will be replaced after hurricane season. Thanks to all the residents who generously donated money .
- West Cobb Electronics is currently installing new wiring, electric panels & GFI breakers in 16 laundry rooms, bringing us up to the current code. The goal is to have this complete prior to the arrival of our new main electrical panels. Dry wall repair will happen after we prove there are no issues tying into the new main electrical panels being installed by Davis Bryan Electrics.
- Ameritech (Andrew), a board member (Ron) and a resident (Becca) have identified units needing to replace or clean, sand and repaint their vents. Violation letters have been sent to owners whose AC vents need repair. Andrew to report at the next meeting the total number of violation letters sent and the number of owners who have not acted to rectify.
- Ameritech to obtain quotes from three vendors to clean & reline all kitchen stacks. And to vacuum clean horizontal pipes in the drop ceiling and storage closets running out to our sewer lines.
 1. PRS rates are based on days worked, they have projected an estimated cost of around \$130,000.
 2. Blueworks \$100,850.00
 3. TBD

The sewage pipe in locker 17 is extremely rusty. Ameritech is to get quotes to replace it from Friend's Plumbers vs relining.

- Ameritech to set up accounts in a fifth bank to divide our funds and provide FDIC protection.
- Notices are posted by the Board of Directors and Committee members (with board permission) to keep residents informed. Official notices are posted in areas where most residents will read them, such as the elevator, office window, bulletin boards and mail area. Any resident found removing or adulterating these notices will be fined. Unofficial notices are not to be posted in these areas without board permission.

The bulletin board by the mailboxes is there for residents to post personal notices. Residents are not to remove notices unless they personally posted it or have board approval. If you feel a notice should be removed, please contact a board member. A new lock will be placed on the current board to stop residents from removing postings. Residents will have to go through the board or Ameritech to post notices.

- The state elevator inspector was here 6/26/25. We received a citation for being late with our annual inspection. We are in a catch 22 situation as state statute reads that the elevator cannot be inspected under temporary power. Andrew has contacted the state to explain our situation. As a result they have reduced our fine and is allowing us to continue running on the generator until the electric panels are replaced.

- Hurricane Helene damage repair update

1. On Monday 8/18/25 we received an email from David Bryan Electrics stating that their part supplier has advised that they have run into major constraints producing at their manufacturing facility. The new estimated shipping date is 8/31/25 with additional verbiage that this may not happen. The production manager and engineers are evaluating if they can move production to other sites and hope to have a firm plan within a few weeks.

A firm date to install our new electrical panels is dependent on three factors.

1. Upon receipt of parts, inspection & approval by David Bryan Electrics
2. Pasco County Permit approval (in-process)
3. Coordination with Duke Energy

Once everything is in place we have asked Dave Bryant to provide three weeks' notice prior to a complete electrical shutdown for installation.

Please note there will be a period (approximately 4 – 7 days) when electric to the building will be turned off to install new wiring & equipment. This shutdown includes the generator supporting the elevator. Andrew will send communication via email and post notices when we have definitive dates.

2. The potable water pumps & tanks will be replaced after the new electrical panels are complete. One quote is available from Coastal Service at a cost of \$26,945. Two additional bids to be obtained.

3. Sheet rock in the lobby areas, office, library and storage room are pending Pasco County permit approval. The vanities and stall partitions in the first-floor men's & ladies' rooms will also be replaced. Buxton Building Services has ordered supplies for the jobs and is anxiously waiting for permits. Chris's contract includes smoothing/updating walls to ceiling height, PVC baseboards & painting all the affected areas.

4. Southern Building Rehab Group has removed old locker doors, trim & hardware. Zinsser or KILZ Oil base Primer / Stain block will be applied to the entire closet interior walls and ceiling prior to painting. A few lockers will also require wood repair. Doors have been ordered and are due to be delivered 9/8/25. For uniformity and to improve sales values, owners have been told that they are not to use any lock but the one provided or one with the exact design.
5. Furniture for the library and office to be ordered after the drywall repairs is completed in both rooms.
6. Flood damaged AC's in the office, library and storage room have been replaced.

7. A quote to replace doors in the west & east lobby entrance, roof , electrical room and potable water pump room has been received from Southern Building Rehab Group at a cost of \$20,845. Andrew to advise why the potable water pump door was quoted as a metal door and obtain two additional vendor bids. The hold up is verifying what kind of door is needed for the main electrical room.
- Hurricane Milton damage repair update
 - a. Shawn is in process prepping and painting all parking bay ceilings. The locker hallway ceilings have been painted dark blue and look much better than they did prior to the hurricane
 - b. Munyan has completed the repair to roof Mansford on 8/20/25.

New Business

- Southern Building Rehab Group has been contracted to repair a small area on the 9th floor west walkway where we have noticed delamination. The cost of repair is \$ 2,370 which will be absorbed in our general maintenance budget.
- Our 5-year bulk package from Spectrum will be renewed shortly. Andrew has negotiated a generous one-time door fee where Spectrum will give the Sea Castle \$250 per unit or \$26,000. He also managed to eliminate payment for service in the lobby and office and froze the rate until Jan 2027 at which time a 5% annual increase will be in effect.
- The pool had to be shut down last week as fecal matter was found in the water. Someone also threw out the corn hole bags. Hopefully our new camera system will help us identify who is responsible in the future.
- The car port lottery will be held 8/27/25
- Welcome Craig & Carrie Carter who recently purchased unit 504 and Susan Lewis who purchased 611.

General Comments

Hurricane season is upon us. The Sea Castle is in evacuation zone A, therefore elevators will be shut down within 24 hours of an evacuation order. Please keep in mind that board members and staff need to relocate and have been advised not to wait until last minute to shut the building down. Doors will be blocked by sandbags, and elevators buttons will be covered with plastic. Please do not remove this protection as rainwater will damage the elevators. If you decide to stay in the building, please be aware that it is at your own risk and emergency services will not be available until it is deemed safe. The Castle

Council advise you to evacuate as per the state & county guidelines. We cannot be held liable for your choice to ignore the evacuation notice.

Note that generators must be over 15 feet away from the building. They cannot be placed on walkways or under the building as exhaust fumes can kill residents.

During rainy season please close your units north side windows when not in residence. This is requested to prevent rainwater from flooding your neighbors on lower floors.

Owners are ultimately responsible for the actions of their guests and renters. Please make sure they are familiar with our rules and regulations. Kindly have all guests read the pool rules posted near the pool lady's room. Note there are no floats allowed in the pool, no glass and no jumping or hanging on the pool rope dividing the deep and shallow water.

Please do not interrupt Shawn during work hours. Each time he stops work to chat it costs us all money and the work gets backlogged. Residents should notify Andrew if they need any maintenance work. Please email your request to andrewg@ameritechmail.com.

Adjournment

There being no further business to come before the meeting, a motion to adjourn was made by Jody Pavlak seconded by Ron Burgess. Unanimously approved .

The meeting was adjourned at 7:06 PM

Minutes submitted by: Jody Pavlak