

Center Gate Estates Village Condominium Assoc., Section III

Special Board of Directors Meeting Minutes

Friday – October 18, 2024
11:00a.m at The Pool Ramada

Establish Quorum Call to Order

President, Dan Space called the meeting to order at 11:00 a.m.

Board present: (P) Dan Space, (S/T) Jean Schwied, (D) Lois Barnes, (D) Jeanne Oyer, (D) Sandy Wilson. Prokop Management, Leslie Torok, was absent.

Notice of Meeting / Determination of Quorum: Posted by Secretary on October 16th.

With all Board members present, a quorum was established.

New Business:

Dan Space reminded those in attendance to hold all questions to the end of the meeting.

Hurricane Damage – Dan Space reported that on Sunday he had met with Tony, the owner of Nigro Management LLC, which is a remodeling company that is licensed and insured. Dan discussed the scope of work with Tony to include:

- Inspecting every unit and verify availability of materials (aluminum siding/hardy board)
- Replacing/repairing gable ends, fascia board siding, soffit panels, gutters, downspouts
- Nigro Management will do all the work and not use sub-contractors
- Tony indicated he did not need a down payment and would bill the Association after all work was completed

Screening – Dan has contracted with Bay Dream Services L.L.C. His quote to replace required screen panels at the Ramada is \$425.

Debris Removal – Jeanne Oyer thanked owners who helped pick up debris and creating piles, making it easier to remove. Pomerleau began removal today filling five (5) truckloads and will return to complete the job after several owners reported some piles had not been picked up. That cost is \$2,400. The remainder of the damage will be done by a tree service. Total Trees will be contracted to remove hanging limbs, large limbs, the Buttonwood tree, palm trees, and one smaller tree that uprooted for an estimate of \$3,000.

Pool – Dan reported that the pool had been cleaned and was ready for use.

Lighting - Dan thanked Ed Wolfe for his quick response to begin repairing any lighting issues and replacing globes. Ed indicated he was out of replacement parts and lampposts and would be working with Ron Schwied to reorder materials.

Owners Damage Reports - Dan Space indicated that eight (8) owners had reported damage. Jean Schwied suggested the Board should send another communication asking owners to report the status of their units with a deadline of October 31, 2024. Board discussion followed and Jean agreed to send an email blast the next day.

Payment for Hurricane Damage - Dan Space estimated the total cost of all necessary work would be in the range of \$21,800. Lois Barnes pointed out this is only an estimate based on incomplete data.

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- Dan presented a plan to utilize a reserve account #309 with a balance of approximately \$17,000. Lois, Jean and Sandy quickly pointed out that #309 was incorrectly labeled by Prokop and was earmarked for irrigation and could not be used. Jean Schwied explained that the “Association” is comprised of all 42 owners and the funding for repairs must come from owners.
- Discussion followed explaining the process of a Resolution for Special Assessment. Lois reminded everyone that at this time we do not have a full picture of total damage or cost.
- Dan explained that we do not have enough damage to meet insurance deductible which is 5% - \$20,000 per building.

Irrigation – Lois Barnes reported that Garcia had notified her that irrigation wires had been cut and three (3) zones were affected and not working. Lois further stated that there is a possibility that the pump may have been damaged. She will keep the Board apprised of the situation and assured owners that repairs would be funded by the Irrigation Reserve account.

Unit Owners Comments and Questions: All present unit owners were given the opportunity to address agenda items with the Board. The questions and discussion centered around hurricane damage and a need to understand exactly how the Association would handle repairs. Some owners reported roof leaks, and they were encouraged to call a roofing contractor to inspect and repair. The two buildings that did not have new roofs, did suffer shingle loss. The Board explained that owners are obligated to have roofs repaired to protect against additional damage and to keep their invoices to submit to the Board. Owners were assured the contractor would inspect all units to determine damage and full scope of work which will be managed by the Board of Directors. It was requested that owners be notified when the contractor would be on site so owners could point out damage and ask questions.

Motion: After all questions were answered and the owners were satisfied, the Board turned its attention to a motion to proceed. Discussion followed as to whether we should establish a not-to-exceed amount. Motion: Sandy Wilson made a motion to approve moving forward to have Nigro Management, L.L.C. inspect all 42 units to determine repairs required and submit an itemized quote to president, Dan Space. Jeanne Oyer seconded and after discussion and clarification Dan Space called for a vote. The amendment passed unanimously.

Next Meeting will be Monday, October 28, 2024
Meeting was adjourned at 11:50 a.m. by the president.

Respectfully Submitted,
Jean Schwied, Secretary/Treasurer

Addendum Notation:

After the meeting Dan Space, president, reported that Nigro Management, LLC was not willing to inspect all units and submit an itemized quote without a guarantee of doing the work. Therefore, the Board will amend the motion to read: "**Motion:** *The Board of Directors approves Nigro Management, LLC to proceed with inspection and begin repairs on all 42 units based on the estimate submitted on 10/14/24 not to exceed \$15,000. If Nigro Management determines the total scope of work will exceed this amount, Dan Space, president, will present proposal to the BOD for approval of additional funding.*"

The motion will be voted on at the next Board meeting on Monday, October 28, 2024.