

**PINESTONE AT PALMER RANCH ASSOCIATION, INC.
WORKSHOP FOR BOARD OF DIRECTORS MEETING MINUTES**

December 12, 2017

CALL TO ORDER MEETING:

Darrell Salyers called the workshop to order at 10:00 a.m. in the Pinestone at Palmer Ranch Clubhouse, 4255 Players Place, Sarasota, Florida. 34238. Debbie Fulton, CAM, CMCA, AMS, PCAM, Association Manager, kept the record of the meeting.

It was announced that notice of the meeting was properly made to all parties and notice was properly posted in advance of meeting. Directors present at the meeting were Darrell Salyers, President; Sandra Keir, Treasurer; David Yamin, Secretary and Gary Engelgau, Director. On the phone was Dave Kathman, Vice President therefore there was a quorum of the authorized number of Directors of Pinestone at Palmer Ranch Association. Also present were 9 owners and Debbie Fulton, CAM, CMCA, AMS, PCAM, Association Manager.

CONFIRMATION OF A PROPER MEETING NOTICE

The notice for the workshop meeting was posted and delivered to each member of the Board in accordance with the Bylaws of the Association and requirements of the Florida Statutes.

New Business:

Discussion of choice of vendor for the gate loop reinstall – RSS is \$1,540.21 and CIA is \$1,538.66. Sandy would favor going with RSS as the committee is leaning toward them for other security issues. Add to the agenda.

Report of paving process and possible recommendations of consultant / contract process - Ed Wambold reported that Bob P, Darrell and himself met with Karins consultants. Gave them all the items to be included in the bid spec. Would they change the 9/19 proposal for bid and contract administration? Will contact with them to see if anything has changed. There is a bit of root damage from the plantings. Requested that they add a bid item to put in a root barrier as well during the paving. Ed will get with Ralph Logston and confirm all of the above. Recommended changing some of the heads to a drip system versus the pop-ups. Will also go to recycled stops that are only 4" vs the current concrete at 5". The cars and bikes will have to be moved by their caretakers. Have facilities look at the bike racks in the 1/15 meeting to move them prior to the paving beginning. Working to have work done between May and October. Add to the agenda for the acceptance of the proposal.

Discussion of electrical panels in building 6 - Sandy reported that, in the 2018 budget, the Board established reserve accounts for each building so they will have part or all of the money they need to pay for the replacement of their electrical panels. Building 14's electrical panel failed in 2016 and those unit owners were assessed nearly \$10,000 to pay for the replacement. After that failure, Toni Fischetti conducted an examination of every building's panels and reported that several of them appeared to be in bad shape, he thought most of them have a remaining life of 5-10 years and suggested that we might be able to prolong the life of the panels if the breakers were cleaned, greased and bad breakers were replaced. At this point, only one out of 33 panels has failed.

Building 6 would like to be proactive and have an electrician come out and inspect their electrical panel, perform needed maintenance and replace all breakers. They would like to use money from the building's reserve account to pay approximately \$2,000 for the work.

Sandy read the definition of reserves and doesn't believe that regular repairs and maintenance are covered by reserves. Ed believes it does if the breakers are replace. Sandy also expressed concern that this is maintenance and could possibly trigger a problem with the panel and the Building would have no money in reserve yet to pay for the new panel.

The Building's first allocation to their reserve account will be \$147 in January and, by year end, they'll have around \$1,700. It's expected that their panel has 5 years of useful life left, and will cost approximately \$8,865 to replace.

Ed believes that Section 21 of the documents gives buildings the right to vote to waive their reserve allocation, while Debbie said that she thought it was dependent upon the Board voting to give the building the right to waive the allocation. Debbie will check with our attorney, Kevin Wells, and see what his interpretation of the documents is.

The board will vote on Building 6's proposal after the attorney's opinion has been issued.

Discussion of fire sprinkler repairs / replacement - Gary advised there was a hand out to all board members. He further advised there are 2-3 decisions to be made at the meeting next week. We have two proposals for the replacement of bad heads as required by code per the annual inspection. Defender performed the annual inspection. There was some concern and inquired to Defender as they have the contract since 2016. We also received a bid from Wayne Automatic. Wayne did a survey but used Defenders report to quote. Nathan, from Defender came and did a walk through with the representatives of the ARC and Facilities committee and they now understand the work to be done. The sprinkler issue was also reviewed by the representatives from Cbiz our new insurance brokers. Lastly we met with Larry Lowe and Dale from Access Fire. The lanais have hazard if there is no head there and it is living space. There was discussion of the lanais, living space versus not living space. Pinestone changed fire protection companies in 2016 the previous company did not do the inside inspections. From Defenders inspection we have 1229 faulty heads (there are approximately 4,473 total heads), 122 lanais requiring heads, signage and boxes on the exterior have needed corrections as well. Difference between the 2 companies (Defender \$145,722 versus Wayne Automatic \$145,204) is 517.55 or 3/10 of 1% on the entire quote. Gary would recommend going with Defender as they have the annual inspection contract and have been here to answer all the questions and concerns.

The second option is to consider replacing all heads at \$281,527 or an additional \$135,805. Why do that? If done there is a large savings on labor as well as 6.5% on the heads. This equates to \$46 versus \$43 per head. By fire code at 20 years the system must be tested and inspected. The testing is a random sampling of 4 heads or 1% per building. If one head is found bad all the heads in the entire building must be replaced. Nathan advised he has not confirmed with the fire department if all in the building or all in the association would need replacement if there were a failure on the testing. If all are replaced it lowers the future inconvenience. In most units all heads could be replaced within an hour or so. If all heads were replaced the association would not have to do the testing for an additional 20 years. Testing could be an additional \$5,000. A loaded head per code is anything that doesn't belong on the head. We cannot build this cost into budget as it is already been adopted, so it would be a special assessment. We are also checking with the attorney to determine if the association can use part of the law suit funds to pay for the work. Should hold \$125,000- 150,000 of the law suit funds for cash flow.

For next weeks meeting Gary would like the agenda to reflect three votes. 1. choice of vendors, 2. proceed with repair or replacement. Then lastly the discussion of a special assessment.

Discussion of Rick Pluse (423) being a liaison to the beautification/ grounds committee - Gary advised that he and Rick had conversation and Rick volunteered to help with the beautification committee. David said Rick's contribution at the last committee meeting was great.

Discussion of the risk control assessment survey from Cbiz - There was discussion of the report and findings of Peter's report from Cbiz. Will request them come at night and look at the lighting.

No further business coming before the meeting, upon motion duly made by Sandy and seconded by David to adjourn the meeting at 11:50 am.