

PINESTONE AT PALMER RANCH ASSOCIATION, INC.

BOARD WORKSHOP MEETING MINUTES

June 12, 2018

CALL TO ORDER MEETING:

Sandy Keir 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 Sandra Keir, President; Suellen Coito, Treasurer; Gary Engelgau, Director and David Yamin, Secretary; on the phone were Bob Packee, Vice President; Paul Bourassa, Director; and Darrell Salyers, Director. There was a quorum of the authorized number of Directors of Pinestone at Palmer Ranch Association. Also present were 4 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 new laws effective 7/1/18 –

Previously there were items, that per statute, were required to be kept for seven years. Effective July 1st, 2018, all documents of the association(s) (dec, bylaw, articles and rules and regs), minutes, plans, warranties, all items provided by the developer and accounting records must be kept indefinitely.

According to the Association Attorney, Pinestone does not meet the definition of Association that requires a website and required articles as none of the 26 associations have 150 units.

It was recommended that the association adopt ARC requirements for owners to install electronic car charging stations in the exclusive use common elements of the carports.

As association emails are now considered public record, it was recommended that a generic email be set up for each board member that could be transferred to the future board members. (ie.. president@gmail.com, vp@gmail.com etc) or something similar. It was requested that Debbie set up the accounts.

The board discussed alterations or additions to condo property, including patios. If they are in common areas, it would be a material alteration and require the vote per the documents or statutes. It was recommended that they do a clean slate resolution basically grandfathering all errors done in the past, then from that point forward not approve any further changes to the common element. Suellen advised there was something in the original drawings provided by the developer that allowed patios. It was requested Debbie inquire to the association attorney with regard to the patio issue.

Debbie reminded the Board that it needs to establish a reserve for all capital assets that exceed \$10,000. We currently do not reserve for the replacement of sewer lines. The Board of condo associations should also clearly identify the purpose of each reserve account. Unrestricted reserves such as a contingency reserve should not be done. Though Pinestone does not have a contingency reserve, we do have a special project reserve. The description of this item is "Items not covered in other reserves that may arise". This could be considered a contingency as there is no specific use for the funds. The Finance committee should recommend a change.

Estoppels – Sandy outlined the change in the estoppel process. PCM will be outsourcing the preparation of estoppels. It was requested Debbie research and get proposals for the services provided by PCM and that the Board request our attorney to send a letter to PCM, requesting additional information.

Discussion of security (gates and clubhouse) – Gary reported that the Security Committee had sent out RFP's several months ago for automated security systems and gate access equipment after we experienced a couple of incidents last year involving Pinestone residents or guests. The Committee received proposals from two vendors. The Committee had decided that our number one concern is not preventing crimes committed by non-Pinestone residents/ guests, but petty vandalism of our amenities by people who live or visit Pinestone but who we are not able to identify because we don't have adequate monitoring of the property and control of gate access.

The Board discussed our current security (a guard who locks up the amenities every night, walks the property from 10 pm – 3 am, identifies cars without parking passes and notifies the office about burned out light bulbs.) This will cost Pinestone \$31,312 in 2018. The proposal that Gary presented would cost \$38,507 to install, but only \$5,765 per year in service charges, a savings of \$26,971 a year. The cost for all equipment and installation would be recovered in savings in less than two years. Gary reminded the Board that our current gate system is obsolete and will need to be replaced in the next couple years anyway because parts will no longer be available for it.

The Board heard concerns voiced by several residents who felt that the guard provided them with a feeling of security and safety and who felt that we needed to wait and have a Town Hall meeting in the fall to solicit feedback from more residents before we took action. In the meantime, the Finance Committee will prepare a report and let the Board know if we have sufficient money to fund the project and where the money would come from. Suellen assured the Board that we have enough money to pay for the project.

Drain behind 13 – Still awaiting another quote. Should move to get references and financial info from the vendor who quoted \$5,400 and add to the agenda.

Roofing contract for 2020 and beyond – Add to the agenda for a vote

Pool lighting / lumens – The information is forthcoming from Aqua Electric and his vendor and we are unable to move forward on this issue until we have quotes. Tabled.

Update on vehicle violations – The vehicle at 2510 has been removed. The vehicle at 920 has sent the insurance information and advised that the car will be removed in the near future. Debbie advised she has also requested the current registration. Because the car is still here, still not drivable and the registration has not been received the Board authorized the owners to be fined and that a Hearing committee meeting be scheduled. Dottie volunteered to be on the hearing committee.

Fire sprinkler repairs – Currently in building 8. Paul felt that when the lanais are done they should be done from 26 – 1 versus 1 – 26. Debbie should ask Nathan from Defender Fire if it makes any difference to him where they start.

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

6/10 Pinestone's Systems, Technology & Security Committee Report of June 2018
By Gary Engelgau, Board Liaison and Debbie Fulton, Manager

Pinestone received Proposals from Envera and RSS that were referred to this committee. Envera gave a very good presentation of their system but with a yearly service charge of \$45,540.00 and equipment cost of over \$70.000, we have considered them too expensive for our size complex of 310 units. Therefore, we concentrated on the RSS proposal. We have reviewed five iterations of their proposal and had several meetings with Shannon Logsdon, Senior Vice President – Sales, who has been most accommodating.

A report to the Board of Director's and request for action is made at this time because we believe we have a plan with RSS that can result in a savings of more than \$25,000 per year, once fully implemented, over current expenditures for the Guard and Main Gate operations, i.e. the current, continuing expenditures for security and access.

The Guard is responsible for the opening and closing of the Clubhouse and access to the pool, spa, exercise center and tennis courts. He also surveys the parking lots for unregistered vehicles and checks for outside lights that are not working. Opening and closing the Clubhouse and amenities is the critical function to replace before giving the 30day notice required to cancel the Guard monthly contract, which totals \$31,312 for 2018.

In summary, the plan is divided into two parts:

1. Access Control to the Club House and Amenities (Club House, pool, spa and tennis courts): Equipment and installation = \$20,409.72, including taxes and a 10% contingency.
2. Main Gate and Resident Access Control: Equipment And installation = \$18,097.95, including taxes and a 10% contingency

Club House, pool, spa and tennis courts gate entry will be by fob, which will be recorded and whose use can be halted/discontinued. Key entry, the number of which cannot be controlled, will be terminated.

At the gate the current outdated Telephone Entry Unit will be replaced, a License Plate Camera, a Dome Camera for overall view of entry and exit, and Reader/head lamp tags system for owner/resident vehicles will be installed. This system will require a transition from our current fob and/or clicker use for entry to one where every vehicle entering will be identified by a head lamp tag, for owners and renters, or recorded code for temporary access. Clicker access, which can be easily duplicated, will be terminated. The Board can decide if fobs can be used for entry.

RSS equipment and installation total cost is \$38,497.17 with monthly service charges equal to \$480.43, or \$5,765.16 per year. Currently, the Guard alone costs \$31,312 per year and current CIA maintenance and phone charges for the Gate are an additional \$1,400, for a total of \$32,736.32 per year. Once the project is complete, recurring costs of \$5,765.16 would replace the current \$32,736.32, a savings of \$26,961.16 per year. The cost of all equipment and installation would be recovered in savings in less than two years. Thus, the sooner we start, the more we save. Attached is a presentation of these costs and the additional resources needed in the 2018 budget year were we to start as soon possible, August 1, 2018.

When everything has been installed the monthly costs are \$123.32 less than the current weekly guard cost of \$603.75

	Equipment/Install	Monthly	Yearly
36 month / Quarterly Maintenance		\$ 243.19	\$ 2,918.28
Clubhouse & Amenities			
Fob access, 5 readers, locks	\$ 14,205.05		
Video surveillance, 5 cameras			
speaker	\$ 3,135.49	\$ 15.00	
Subtotal	\$ 17,340.54	\$ 15.00	\$ 180.00
Gate, Resident Access Resident- Headlamp reader, tags	\$ 7,248.50	\$ 149.99	
Visitor-new entry unit, lisc reader & 2 additional cameras	\$ 8,127.84		
Subtotal	\$ 15,376.34	\$ 149.99	\$ 1,799.88
Total for both phases	\$ 32,716.88	\$ 408.18	\$ 4,898.16
Taxes 7%	\$ 2,290.18	\$ 28.57	\$ 342.87
Contingency 10%	\$ 3,500.71	\$ 43.68	\$ 524.10
2018 Costs July 1 start	\$ 38,507.77	\$ 480.43	\$ 5,765.13
Current Resources			2018 5 months
Guard Termination 8/1			\$ 13,282.50
2018 costs 8/1 start			
Clubhouse & Amenities	\$ 17,340.54		
Taxes 7%	\$ 1,213.84		
Contingency	\$ 1,855.44		
Total - Equipment/install	\$ 20,409.82		
Maximum monthly		\$ 408.18	\$ 2,040.90
1/2 at signing	\$ 9,277.19		\$ 18,554.38
			\$ 20,595.28
Difference needed in 2018			\$ 7,312.78
			Clubhouse total including tax & 10%

Gate, Resident Access

Resident-Headlampreader, tags	\$ 7,248.50	\$ 149.99	
Visitor-new entry unit, lisc reader	\$ 8,127.84		
& 2 additional cameras			
Subtotal	\$ 15,376.34	\$ 149.99	\$ 1,799.88
Taxes 7%	\$ 1,076.34		\$ 125.99
Contingency 10%	\$ 1,645.27		\$ 192.59
Total	\$ 18,097.95		\$ 2,118.46

2019 Savings

Guard - 2018 contract		\$ 31,312.00
CIA maintenance		\$ 600.00
Phone line		\$ 824.32
Savings		\$ 32,736.32

2019 Expenses

Gate	\$ 18,097.95	\$ 176.54	\$ 18,274.49
Clubhouse		\$ 211.86	\$ 1,335.00
Overall Maintenance Agreement		\$ 286.23	\$ 3,434.77
		\$ 674.63	\$ 23,044.26
2019 expected savings			\$ 9,692.06
2020 savings			\$ 26,971.19