

Minutes  
**CARIBBEAN BEACH CLUB ASSOCIATION, INC.**  
**Board of Directors Teleconference Meeting**  
**Ft. Myers Beach, FL**

June 24, 2013

**I. CALL TO ORDER/ROLL CALL**

President John Vary called the meeting to order at 6:00 p.m. for Caribbean Beach Club, Ft. Myers Beach, Florida. The following persons were in attendance or participated via teleconference:

Board of Directors:

John Vary, President  
Dave Zibolski, Vice President  
Tom Andres, Treasurer  
John Thomson, Secretary  
Dick Garrett, Director  
Ed O'Connor, Director  
Tony Annunziato, Director

Vacation Resorts International (VRI):

Jeff Wharton, Director of Resorts, VRI  
Laurie Meier, General Manager

Owners:

No owners present.

**II. NOTICE VERIFICATION/QUORUM**

Management stated that meeting notice was posted in the Board approved location in accordance with the condominium documents and Florida Statutes.

A quorum was established with six of seven Board members available in person or via teleconference. Dave Zibolski joined the meeting at 6:45 p.m.

**III. APPROVAL OF MINUTES**

**MOTION:** Tom Andres moved to approve the March 25, 2013 Board of Directors Board Meeting minutes. The motion was seconded by John Vary. Approved: John Vary, Tom Andres, John Thomson, Tony Annunziato, Dick Garrett. Opposed: Ed O'Connor, I expected an updated reserve study by July 1<sup>st</sup>. The motion was approved.

**IV. FINANCIALS**

A. Reserve Study

Tom Andres provided a detailed review of a preliminary reserve spreadsheet compiled from the GAB Robins report. Mr. Andres asked management to work with GAB Robins to complete the reserve spreadsheet and finish the reserve report. Management committed to a July 15<sup>th</sup> deadline of the project.

B. Future Projects

Tom Andres suggested that a list of future projects will remain incomplete until the useful life of each category is complete.

C. 2012 Audited Financials

Tom Andres reported that the 2012 audited financial statements are correctly presented in accordance with the Generally Accepted Accounting Principles (GAAP) and in accordance with the Florida Statutes. Accounts Receivable appears to be high because they represent the 2013 maintenance assessments that were billed in December 2012 but not payable until January 15, 2013. All of the remaining 2012 Accounts Receivables were written off at December 31, 2012. Mr. Andres stated that he read and approved the draft financial statements prior to their issuance and that he signed CBC's representation letter that was transmitted to the auditors.

Tom Andres suggested moving \$1700 from contract labor to payroll to equalize the deficiency.

**MOTION:** Ed O'Connor moved to table any changes in the budget until the August meeting. The motion was seconded by Dick Garrett and approved unanimously.

**MOTION:** John Thomson moved to approve the 2012 Audited Financial Report. The motion was seconded by Dick Garrett and approved unanimously.

**V. UNFINISHED BUSINESS**

A. Entrance Door Replacement

Management reviewed proposals from multiple companies to replace 18 exterior doors in the south building. Each company was supplied with a scope of work and is required to permit the project. Laurie Meier reviewed parameters of the project, including scheduling opportunities.

**MOTION:** John Vary moved to approve the Windows Plus, LLC bid in the amount of \$17,795.68 to replace the remaining doors in the south building. The motion was seconded by Tom Andres and approved unanimously.

Project costs will be taken from the exterior door (center & south), with the remaining from the exterior door (north) reserve category.

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B. Dock Repair Review

Management provided two contractor proposals and the in-house proposal to replace the handrails, walkway boards, bench and fish cleaning station with composite materials. The proposals ranged from \$11,200.00 - \$32,485.00. Management responded to questions pertaining to the necessity of replacing more than the railings.

**MOTION:** Ed O'Connor moved to table the discussion until the August Board meeting. The motion was seconded by Tony Annunziato and approved unanimously.

Dave Zibolski joined the meeting at this time.

C. Mattress Replacement, North Building

Management submitted a detailed mattress inspection report. Laurie Meier reviewed her findings and conditions throughout the property. Based on this effort, management suggested a lesser number of mattresses for replacement.

**MOTION:** Ed O'Connor moved to accept the Manager's recommendation of six sets of Queen Sequoia Eurotop Mattresses plus mattress pads from Naples Mattress in the amount of \$3,021.00. The motion was seconded by Dick Garrett and approved unanimously.

Cost of mattresses:  $\$440.00 + 35.00 \times 6 \text{ sets} = \$2,850.00$  plus tax

D. A/C, Air Handlers and Condensers Replacement, North Building

Management submitted a condition report stating that all rooftop condensers are past their service life, with rust causing the frames to create stability and operational issues. Existing equipment is supplied with R22 refrigerant which is being phased out by the EPA due to the harmful effects on the environment. Proposals include new condensing units with a refrigerant change to R410-A, new air handlers inside the units, a flush of all copper lines, and wiring as necessary.

**MOTION:** John Thomson moved to accept a bid from Florida Cooling Solution, Inc. in the amount of \$111,950.00 to replace the north building air conditioning units as submitted in the proposal. The motion was seconded by Tom Andres. Approved: John Thomson, Tom Andres, Tony Annunziato, Dick Garrett, John Vary and Dave Zibolski. Opposed: Ed O'Connor, without proper reserve study we should hold off until it is complete. The motion was approved.

E. Well Monitoring Report

Management provided the latest statement from American Environmental Engineering, with results from the February event, installation of well MW-106, and potential abandonment of the other wells.

At the current time American Environmental proposed three options:

1. Keep monitoring at a cost of approximately \$2,000/event, with possible reduction in the frequency of monitoring events.

2. Close the site (discharge) with conditions. This will require a deed restriction (DRC). The cost for preparation of a DRC may be \$8,000 - \$10,000. The deed restriction must be prepared by an attorney. The cost covers the attorney fees, maintenance plan, and survey of the site.
3. Remediate to below GCTLs. This is the most costly option and is not recommended.

**MOTION:** Ed O'Connor moved to propose continuing the two-test process of well monitoring as recommended in item #1 as a 2-step process. The motion was seconded by Dick Garrett. Approved: John Thomson, Ed O'Connor, Dick Garrett, John Vary, Tony Annunziato, Dave Zibolski. Opposed: Tom Andres. The motion was approved.

## VI. NEW BUSINESS

### A. Staff Use of CBC Units

This item is postponed until the August meeting.

### B. RCI Scores

Management provided the latest RCI scores. Laurie Meier reported that management and staff members are doing everything possible to bring the scores up. Recently Laurie added a new welcome letter to greet all exchange guests, with a personal message. Laurie reviewed a new maintenance work form placing heavy focus on detail and follow-up inspections.

### C. Setting Agendas


John Vary commented on the method of setting an agenda for a teleconference meeting. The limited agenda for this meeting was confined to the items placed on the agenda from the previous meeting, unless it was necessary to add things of an emergency nature. Mr. Vary suggested he will work with management to establish a method of setting future telephonic meetings.

## VII. FUTURE MEETING DATES

- A. August 12, 13, 2013 – Budget Workshop
- B. October 28, 2013 – Budget/Annual Owners Meeting

## VIII. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

  
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John Thomson, Secretary

  
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Date