

**CARIBBEAN BEACH CLUB ASSOCIATION, INC.  
BOARD OF DIRECTORS TELEPHONIC MEETING  
Ft. Myers Beach, FL  
Minutes  
September 27, 2016**

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

President Edward O'Connor called the meeting of the Caribbean Beach Club Association, Inc. Board of Directors to order at 6:30 p.m. The following were in attendance.

**Board of Directors:**

Edward O'Connor, President  
Thomas Andres, Treasurer  
David Siktberg, Secretary (joined at 7:03)  
Anthony Annunziato, Director  
Steve Elbing, Director  
John Vary, Director

**Absent (Excused):**

David Zibolski, Vice President

**Defender Resorts/Resort Management:**

Carolyn Hray, Regional Director of Operations  
Sondra Ritchie, General Manager

**Guest:**

John Pfisterer, Fowler Construction

A quorum was established with a majority of Board members in attendance.

**II. NOTICE VERIFICATION**

Sondra Ritchie verified the notice of meeting had been posted on the Board approved location in accordance with the condominium documents and Florida Statutes.

**III. FOWLER UPDATE**

John Pfisterer reported on the progress of the South Building renovations and construction of the pool bathhouse. Mr. Pfisterer suggested installing a trailer as the pool bathhouse. President O'Connor asked Management to provide pictures of the types of trailers recommended, along with a website for the Board to review. Alternatives to the trailers were presented to the County and were denied. The velocity zone for the area of the beach in question extends to the center of Estero Boulevard. A small single bath or any type of permanent structure cannot be built on the west side of the Boulevard.

Demolition in the South Building is behind schedule primarily due to unanticipated need to remove tile from bath walls. The bath tile walls and window sill removal is expected to be completed soon. The pipes from the building to the street were found to be plastic, not galvanized as expected, and are in good shape, so planned relining work is unneeded and there will be a refund from the original contract.

John Pfisterer reviewed the hot water system, and presented a plan in conjunction with unexpectedly finding a water heater in the Manager's office. Fowler suggested moving that water heater to the 2nd floor utility room alongside the other two existing heaters. They would then run lines to create 3 zones, recirculated on 3 separate systems, creating a system that is unlikely to run out of water.

Mr. Pfisterer asked the Board to reach out to Charlie O'Connor, who managed construction of the north building, to obtain plans showing the location of underground utilities, especially water and electric lines, so that they are not inadvertently cut during construction activities. If the prints cannot be located, Fowler will need to retain a service to locate the lines via radar.

*Secretary David Siktberg joined the meeting at 7:03 p.m.*

#### **IV. INSURANCE COVERAGE-SOUTH BUILDING**

The Board discussed the insurance requirements of Fowler Construction and their sub-contractors, noting that the contractually required documentation may not have been received yet. Defender and Fowler agreed to get this definitively resolved within a week or two.

#### **V. MANAGEMENT REPORT-RCI RATING**

Sondra Ritchie presented the Manager's Report, stating Caribbean has been awarded the Silver Crown Rating by RCI. The Board discussed whether or not to accept the Silver Crown status. Defender did not express a strong opinion on whether to accept. Not accepting will not affect trading power, points, or sales.

**MOTION:** Upon a motion by Steve Elbing and a second by Ed O'Connor, it was moved to not accept RCI's Silver Crown Rating. A roll call vote on the motion was taken: Dave Siktberg-No, Tom Andres-No, John Vary-No, Steve Elbing -Yes, Tony Annunziato-Yes, and Ed O'Connor-Yes. Motion did not pass. Caribbean will therefore accept Silver Crown status for 2015/2016.

#### **VI. APPROVAL OF MINUTES**

##### **April 4, 2016 Board of Directors Meeting**

**MOTION:** Upon a motion by Tom Andres and a second by Tony Annunziato, the Board moved to accept the Secretary's Draft Minutes of the April 4, 2016 Board of Directors meeting as presented. Motion carried without opposition.

##### **May 20, 2016 Board of Directors Meeting**

**MOTION:** Upon a motion by Tom Andres and a second by Ed O'Connor, it was moved to accept Defender's Draft Minutes of the May 20, 2016 Board of Directors meeting as presented. In discussion, Secretary David Siktberg requested that the secretary's draft be used instead, which made several clarifications and corrections and was emailed to board members a few hours before the meeting. A roll call vote on the motion was taken: Dave

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Siktberg-No, Tom Andres-No, John Vary-Yes, Steve Elbing -Yes, Tony Annunziato-Yes, and Ed O'Connor-Yes. The Motion carried and Defender's draft minutes were accepted.

**June 16, 2016 Board of Directors Meeting**

**MOTION:** Upon a motion by Tom Andres and a second by Ed O'Connor, it was moved to accept the Secretary's Draft of the June 16, 2016 Board of Directors Meeting minutes as presented. Motion carried without opposition.

**July 7, 2016 Board of Directors Meeting**

**MOTION:** Upon a motion by Tom Andres and a second by Ed O'Connor, it was moved to accept Defender's Draft Minutes of the July 7, 2016 Board of Directors Meeting as presented. In discussion, Secretary David Siktberg requested that the secretary's draft be used instead, which made several clarifications and corrections and was emailed to board members a few hours before the meeting. A roll call vote on the motion was taken: Dave Siktberg-No, Tom Andres-Yes, John Vary-Yes, Steve Elbing -Yes, Tony Annunziato-Yes, and Ed O'Connor-Yes. The Motion carried and Defender's draft minutes were accepted.

**July 15, 2016 Board of Directors Meeting**

**MOTION:** Upon a motion by Tom Andres and a second by Ed O'Connor, it was moved to accept Defender's Draft Minutes of the July 15, 2016 Board of Directors Meeting as presented. In discussion, Secretary David Siktberg requested that the secretary's draft be used instead, which made several clarifications and corrections and was emailed to board members a few hours before the meeting. A roll call vote on the motion was taken: Dave Siktberg-No, Tom Andres-Yes, John Vary-Yes, Steve Elbing -Yes, Tony Annunziato-Yes, and Ed O'Connor-Yes. The Motion carried and Defender's draft minutes were accepted.

**August 18 and 19, 2016 Board of Directors Meetings**

No motion was made regarding the minutes of August 18<sup>th</sup> and 19<sup>th</sup>.

**VII. BOARD MEETING DOCUMENTS**

**MOTION:** A motion was made by David Siktberg and seconded by Tom Andres. The motion reads as follows:

Whereas the association's legal counsel has provided the board explicit guidance on what to include and not include in board meeting minutes; and has advised us that the appropriate purpose of the minutes is to accurately document the specific actions taken by the board during the meeting as specified in Robert's Rules and not to be a narrative or summary of the discussions that occurred and positions that were taken by individuals; we affirm that we will follow this advice, and will implement by December 1, 2016 written policies to do that, by default implementing counsel's instructions as documented in the content-type table used during the meeting of August 18. We also affirm that owners need to be informed of important happenings at the resort and board actions outside of formal motions, and will develop a way to communicate that information to them outside of meeting minutes.

Discussion on the motion ensued and it became clear the motion would not pass in its current form. David Siktberg withdrew his motion.

## **VIII. NEW BUSINESS**

### **System Repairs/Vendors**

**MOTION:** Upon a motion by David Siktberg and a second by Tony Annunziato, it was moved that the Board direct Management, in conjunction with appropriate members of the Board, to maintain, and develop where currently lacking, useful and complete written documentation of all major infrastructure systems and components, such as water, electric, telephone, cable TV, and internet, and set up an annual review process to verify to the board that the documentation requirements are being met. Discussion followed, during which Ed O'Connor stated the motion seemed unclear and complicated. A roll call vote on the motion was taken: Dave Siktberg-Yes, Tom Andres-Yes, Steve Elbing -Yes, Tony Annunziato-Yes, and Ed O'Connor-No. Motion carries.

### **Pool Filters**

Sondra Ritchie reported on the status of the pool filters. The filters are leaking on one side. Gully and Jackson Pools have been asked to come out to see if they can repair the issue. Jackson has indicated it would be best to repair now and replace when the entire pool will be closed for resurfacing.

### **Distribution of Settlement Funds**

**MOTION:** Upon a motion by Tony Annunziato and a second by Tom Andres, it was moved to return no less than \$125 per owner (roughly \$280,000 in total) from the insurance proceeds in addition to any usage of those funds the Board has already approved. Discussion followed, touching on the financial uncertainties that still remain with the south building renovation. A roll call vote on the motion was taken: Dave Siktberg-No, Tom Andres-No, Steve Elbing -No, Tony Annunziato-Yes, and Ed O'Connor-No. Motion failed.

### **Center Building Update**

**MOTION:** Upon a motion by Tom Andres and a second by Ed O'Connor, it was moved that the Board direct Management to obtain three estimates for updating the center building, the estimates to be delivered at the November board meeting. Discussion followed, where it was unanimously agreed the center building needs renovation work, but not agreed when and how to begin the process of doing that. A roll call vote on the motion was taken: Dave Siktberg-No, Tom Andres-No, Steve Elbing -No, Tony Annunziato-No, and Ed O'Connor-Yes. Motion failed.

### **President's Letter**

President O'Connor stated he would like to start sending out via email a one page President's letter roughly every other month to deliver information to the owners.

## **IX. FUTURE MEETING DATES**

Board Meeting-Monday, November 7, 2016, 9:30 a.m. at the resort. Annual Meeting to follow at 1 p.m. with the Organizational Meeting to follow.

**X. CALL FOR ADJOURNMENT**

**MOTION:** Upon a motion by Dave Siktberg and a second by Steve Elbing, the meeting adjourned at 8:20 p.m.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_