

Caribbean Beach Oub Association, Inc.

Board of Directors Regular Meeting

Minutes

October24,2022

Board members present: Sarah McElwee, Brett Beer, David Silctberg, John Vary, Patrick O'Connor, Gus Vargo

Excused: Dave Zibolski

Management company: Brian Heller, Jamie Orell, Marie Redoules, Mary Allison

Due to hurricane Ian damage sustained on 9/28/22, no one was able to be at the resort and the meeting was conducted via Zoom.

The meeting was called to order at 9 AM by Sarah McElwee,

Mary Allison conducted the roll call of board members and established that a quorum was present.

Mary Allison 11erified that the meeting notice was posted as required by Florida statutes.

Approval of Minutes:

The minutes from the August 15, 2022 meeting were presented. David Siktberg asked for corrections of two typos. Brett Beer moved to accept the minutes as corrected, Sarah McElwee seconQed. The motion passed unanimously.

The minutes from October 1, 2022 were presented. David Siktberg moved to accept the minutes as presented, seconded ty Brett Beer. The motion passed unanimously.

Financial statements for August and September were presented by Marie Redoules and Brian Heller. David Siktberg presented the consolidated summary status report of all funds.

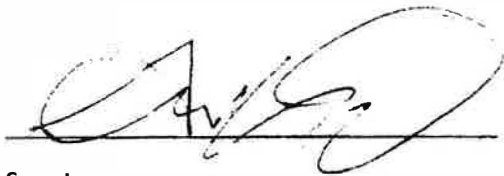
Brian Heller presented a PowerPoint summary of resort status post hurricane Ian.

The resort escaped much of the horrific damage suffered by others on the island, though the first floor of the south building was essentially gutted by the storm surge, and ground-level features such as the gazebo, tiki huts, pool fence, and pool equipment room were mostly washed away. The property was quickly cleaned up due to creative action on TriCom's part. The lengthy work of restoring the property to a usable state has begun, with many constraints because of the infrastructure damage to the island as a whole.

There is a new maintenance person, Alex. The staff is hard at work and will be paid even though we have no occupancy.

Very brief committee reports were presented for investments and internet/ web site.

A motion to adjourn was made by Dave Zibolski and seconded by Gus Vargo, and unanimously passed. The meeting adjourned at 10;38.



Secretary

Caribbean Beach Club Association, Inc.
Board of Directors Organizational Meeting

Minutes

October **24, 2022**

Board members present: Sarah McElwee, Brett Beer, David Siktberg, Dave Zibolski, Patrick O'Connor, Gus Vargo, Jim Clem

Tricom - management company: Brian Heller, Mary Allison

Because of damage inflicted by hurricane Ian, the meeting was conducted via Zoom.

The meeting was called to order at **2:22 PM** by Sarah McElwee.

Mary Allison conducted the roll call of board members and established that a quorum was present.

Mary Allison verified that the meeting notice was posted as required by Florida statutes.

Officers were duly elected unanimously to serve for the coming year:

Sarah McElwee to serve as president
Brett Beer to serve as vice president
David Siktberg to serve as treasurer
Gus Vargo to serve as secretary.

Dave Zibolski requested that future board meetings be held on Sundays in order to avoid requiring work absence in order to attend meetings in person. All agreed that was feasible and a good idea.

Given the challenges of recovering from hurricane Ian, we agreed to hold meetings more frequently for at least several months.

We decided that with increased owner interest in attending meetings due to hurricane Ian, we would make future meetings accessible to owners by Zoom until that no longer seems warranted.

Future board meeting dates were set as follows, all times Eastern, with the likelihood more will be scheduled as time progresses:

November **7, 2022** - Zoom - **6:30 PM**
December 11, **2022** - mixed - **11:30 AM**
January **26, 2023** - Zoom - **6 - 7:30 PM**
February **26, 2023** - mixed
August 13, **2023** - Finance meeting
October **22** - Annual meeting

The following committees were established by Sarah McElwee for the coming year:

Buildings and Grounds: Brett Beer, Patrick O'Connor

Investments: Gus Vargo, chair, David Siktberg as treasurer, Jim Clem

Renovations: Sue Zibolski

Web / Internet: David Siktberg

Governance: Brett Beer, David Zibolski

A motion to adjourn was made, seconded, and passed unanimously. The meeting adjourned at 3 PM.

A handwritten signature in black ink, appearing to be 'A. Z.', is written over a solid horizontal line. The signature is stylized and cursive.

Secretary

**Caribbean Beach Club Association, Inc.
Emergency Special Meeting via Zoom
Minutes**

October 1, 2022

Call to Order Roll Call

Meeting was called to order at 5:30pm EST.
All board members in attendance.

Quorum and Proof of Meeting

All board members were notified of the special meeting.

New Business

a. Overview of Ft. Myers Beach status

- i. Currently no power, water, sewer or access without approval of law enforcement via special hurricane pass procedure which is limited to residents and business owners only.
- ii. No south access to the island.

b. New location for October BOD annual meeting

- i. Meeting will be held 100% via Zoom; information for owner participation is forthcoming to include FAQ's online.

c. Overview of property status-via visual report by Brian Heller

All staff are safe and accounted for. All three buildings are standing and appear to be intact pending structural review of all areas to include the roofs. Pool appears to be fine, but is muddied and will need full inspection. Elevator appears to need replacement

The Board is working very closely with our Tricom management, which has performed in an outstanding fashion for our owners. Brian and Mary traversed the island via bike (no vehicles allowed) on Saturday, October 1, 2022. This was a challenging adventure, as sand, debris, etc. remained on the roadway. They provided this report via their visual inspection at CBC.

- i. South building
 1. Extensive water damage to entire first floor
- ii. Middle building
 1. Appears to be minimal damage and all windows/sliders appear to have held.
- iii. North building
 1. Appears to be minimal damage and all windows/sliders appear to have held.
- iv. Platinum Exchange options

Emergency Meeting Minutes October 1, 2022

1. Tricom is exploring options for displaced owners. More information will be forthcoming.

d. Next steps

- i. Discussion of an in-person board meeting once access to the island is available.
- ii. Sarah will post an update on CBC and Facebook websites for owners. Updates will be added as information becomes available.
- iii. The resort will be down for an indeterminate time, but Tri com has lined up insurance adjustors, has FEMA contact info and is in general readying for immediate action as soon as it is possible to do so. The Board was very happy with this response and the efforts of Brian and Mary and the Tricom team. The Board is also thankful that our staff is safe and well.

II. Adjournment: The meeting was adjourned at 6:40pm EST.

By: _____

Date: _____

Caribbean Beach Club Association, Inc.
Board of Directors Regular Meeting
Minutes

August 15, 2022

Call to Order/Roll Call

Meeting was called to order at 8:30 AM.

All Board members, Brian Heller, Marie Redoules, Jamie Orrell, Mary Allison and 4 owners present.

Quorum Verification & Proof of Meeting

Mary Allison verified quorum and proof of notice for the meeting.

Approval of minutes

May 9, 2022 Meeting

Action: A motion was made by Dave Zibolski and seconded by Dave Siktberg to approve the May 9, 2022 minutes as submitted.

Passed unanimously.

Financial Reports

May, June, and July 2022 Fund status

Brian Heller provided an overview, doing well overall and ahead on revenue about \$43K, rentals are behind projections and housekeeping costs are up.

Dave Siktberg provided a fund summary balance, CD's moved to Schwab with better rate of 2-3% than Treasury. Reserves@ \$291K in cash. Overall in excellent shape with accumulated surplus in settlement funds.

Billing & Collections through July 2022

Brian provided an update. We are ahead \$100K in collections compared to this time last year.

Foreclosure update: 12 units received back free and clear for sale. 15 units ready for next foreclosure.

Action: A motion was made by Gus Vargo and seconded by Dave Siktberg to approve moving forward with a foreclosure of 15 accounts.

Passed unanimously.

2023 Budget

Brian Heller provided an overview and proposed as 0% increase to the annual assessment. Five year annual increase .15%. Industry average for maintenance fee is \$730 studio and \$870 for one bedroom per year. Inflation has affected costs of products both up and down. Seeking to fill personnel opening in maintenance. Management is piloting using a skilled contractor group to tackle projects and if successful may utilize as an option in lieu of continual hiring. Remaining staff have received payroll increases for retention. Insurance has been upgraded in terms of coverage value and lowered the annual cost by \$30K going with one carrier for wind/property as a result of Tricom negotiations with broker.

Action Item: Tricom to obtain copies of insurance policies for review on site.

Action: A motion was made by Dave Siktberg and seconded by Sarah McElwee to approve 2023 budget as submitted.

Passed unanimously.

Property Management Update

Old business & current status

Brian Heller provided updates on all categories. Furnishings have been consistently rated low on comment cards. All other items at 4 or higher.

Staffing update-Courtney doing great and in process to hire her from temporary ;ig n y.

Board travel policy- Dave Siktberg provided an overview.

Action: A motion was made by Dave Siktberg and seconded by Pat O'Connor to approve the travel policy as submitted.

Passed unanimously.

Pool/hot tub renovation update - set to proceed weeks 36-37.

Address sign update - Town approved proposal. Estimated cost \$HK. Decision pending to a future board meeting.

Pool furniture replacement proposal - Brian has had difficulty finding a non-metal chair that fits needs for lounge. The proposed new lounge chairs meet height and wear needs for loungers. The plastic sample chairs put in place in May are working well. Colors/patterns to be decided. Budgeted for 40 loungers, 45 chairs, and 10 side tables.

Action: A motion was made by Gus Vargo and seconded by Patrick O'Connor to approve the purchase of 45 chairs, 40 loungers, and 10 side tables as proposed.

Passed unanimously.

In-room blind proposal - 38 proposed at \$241 each or \$9,158.

Action: A motion was made to purchase 38 electric blinds as proposed.

Passed unanimously.

Middle building sliders & window replacement update-

Town Board did not change tinting requirements, replacements to be ordered.

Mattress and bed frame replacement update-

Bed frame manufacturer chosen has been hard to work with. Looking at another potential option to ensure we don't have any height issues. Example will be in-house during shut down for review so mattresses/frames may be replaced during this time.

Outside bathroom trailer-

Discussion regarding the color scheme to better camouflage the white trailer.

Action Item: Tricom to get pricing and to research ADA ramp and positioning of trailer. Timeline to have the new unit ready to use is pending results

Paver project- ongoing

Turf project-

Continuing with addition of a cooling agent to reduce heat on feet concern.

Pool closure-

Request to shut down pool on September 1st to allow additional time to drain prior to project start within tight timeline.

Action: A motion was made by Gus Vargo and seconded by Dave Siktberg to approve the pool shut down on September 1

Passed unanimously.

Pool lights-Turtle issue

Amber lights are required going forward and are being replaced.

September shutdown-Brian provided an overview of **work** to be done

Action: Tricom to finish dehumidifier project in middle building and complete pool gate replacement after pool renovation.

Renovation project for internal remodels of units-

Estimated to be \$3900 per unit to replace sofa, recliner, tables and chairs to update rooms-plan pending.

\$100K set aside in reserve funds for 2023 start of multi-year project.

Pool heater replacement plan/proposal -

All heaters working efficiently. Current replacement cost for all three would be \$39K.

Elevator door replacement - Pending quote to replace.

Parking lot pavement - To be considered in 2023, current quote \$65K.

Committee Updates

Building & Grounds-Pat/Brett

Happy with progress on projects understanding delays in materials/staffing that are beyond our control. Would like to see more improvements on landscaping/flowers. Want to spruce up grill area on north side.

Website/Internet/social media-Dave Siktberg

Dave sent website updates to Tricom. Internet/WIFI working well. Social media fairly active. Tricom completing live camera set up on roof w/viewing via website. Also adding another rental tracking company to website as well.

Investment-Jon Vary

Jon provided an overview. \$830K in investments expire on December 31, 2022. Committee will discuss reinvestment strategy prior to end of year.

Room renovation committee-Pat/Sue Zibolski

Sue Zibolski provided schematics of proposed room renovation, Michelle conducted an audit of existing room amenities (furniture, tables, etc.) to best identify how to utilize any existing pieces within the update project to save on costs and furnish the rooms based on space availability of each room size. Mary suggested looking at laminate cabinets with peeling issues as well.

Adjournment: The meeting was adjourned at 1:15 PM.

By: 

Date: 8/15/22

Caribbean Beach Club Association, Inc.
Board of Directors Regular Meeting
Minutes

May 9¹, 2022

Call to Order Roll Call

Meeting was called to order at 8:30 AM

Present at resort: Sarah McElwee, David Siktberg, John Vary, Patrick O'Connor, Brett Beer, Gus Vargo, Dave Zibolski, Brian Heller, Mary Allison, Rodney McElwee, TJ Bryant, Bob Lorier

Present via zoom: Lisa Martin, Marie Redoules, and Jamie Orrell

Quorum & Proof of Meeting

Mary Allison verified quorum and proof of notice for the meeting.

Approval of minutes

October 25, 2021 meeting

Action: A motion was made by Dave Zibolski and seconded by John Vary to approve the October 25, 2021 meeting minutes.

Passed unanimously.

January 31, 2022

Action: A motion was made by Dave Zibolski and seconded by Gus Vargo to approve the January 31, 2022 meeting minutes with the following corrections: correct Brett Beer's name in call to order (incorrectly spelled Beers) and correction on page 3, Dave Siktberg made the motion for the week 53 policy/pricing.

Passed unanimously.

March 15, 2022

Action: A motion was made by Brett Beer and seconded by Dave Zibolski to approve the March 15, 2022 minutes with the following corrections: add in meeting commenced at 6:05pm and correct the spelling of John Vary's name on page 1 attendance.

Passed unanimously

Financial Reports

First Quarter and forecast for 2022-Lisa provided an update. Budget has a slight surplus due to understaffing. We now have full staffing. Anticipate tighter budget for the rest of the year as a result, but no concerns.

Treasurer report-Dave Siktberg provided an update and handout

2021 Audit report & approval-Dave Siktberg provided an overview of the report

Action: a motion was made by David Siktberg and seconded by Dave Zibolski to accept the Audit Statement as presented,

Passed unanimously.

Reserve study update-Brian Heller provided an overview. He would like to retain a third party company to review our study to ensure accuracy of our needs prior to budget meeting.

Action Item: Mary to follow up on prior roofing contract for August meeting update.

Board travel policy update-No Action, agenda item for next meeting,

Billing & Collections

Marie Redoules provided an update and stated we have collected 91,77% of maintenance fees.

Foreclosures (14) update: After 5/13/22 can start to set the sale of the 14 units in foreclosure. Brian will be present to bid on our units.

Action Item: Management to prepare next list of 15 units for proposed foreclosure at the August meeting.

Property Management Update

Brian provided a presentation and updates on the below items

New personnel

Courtney Cole-front desk; Jim Barnes-maintenance; Maria Torres-housekeeping

Pool/Hot Tub renovation

Tile style and color determined and quote received from vendor, which was an additional \$4K. Project on track for week 36-37.

Action: A motion was made by Sarah McElwee and seconded by Patrick O'Connor to approve the additional \$1K for the tile, \$1K for new pool railings and \$1K to replace the pool gates, total \$14K.

Passed unanimously.

Estero Blvd

Action Item: Mary is working on proposal for new address sign lighting that will require Town Board approval and then bring back to CBC Board.

Paver, turf, fire suppression, water pipe replacement, alarm sounder-Brian provided an overview. South building is within approved occupancy permit on fire suppression. Pavers, turf and water pipe replacement are being scheduled. Walkway non-slip coating project pending.

Railing replacement-Brian provided an overview regarding pool railing and north building railing estimates (North building \$51K, Pool railing \$52K or \$5K to just replace the gates)

Portable toilets-to be delivered mid-July and is already paid for. Toilet will have a key code for access.

Insurance update-pending new quotes

Pool furniture proposal-Brian provided an update on new pool furniture and umbrella options,

Action Item: Brian will provide an estimated budget to replace all pool furniture, umbrellas and room blinds to replace shutters for future board approval.

Room blinds vs, shutters-Brian provided an overview and Board viewed a blind model installed in Unit 202 for consideration.

Action Item: Brian will provide an estimated budget to replace shutters with room blinds for future board consideration,

Web cam update-pending pricing and review

Monthly management package-Brian provided an overview noting that we are scoring Gold Crown in our RCI surveys, which is significant and a credit to Mary and our staff.

Additional items

Middle building sliders and windows will need hurricane upgrade,

Action: A motion was made by Brett Beer and seconded by Dave Zibolski to approve to approve replacement by original contractor using vinyl within code,

Passed unanimously.

Mattress replacement

Action: A motion was made by Patrick O'Connor and seconded by Gus Vargo to approve replacement of 44 mattresses at \$18,480

Passed unanimously,

Action: A motion was made by Gus Vargo and seconded by Patrick O'Connor to approve install/delivery/haul away cost.

Passed with a vote of 6-1 (John Vary-no).

Action: A motion was made by Gus Vargo and seconded by Patrick O'Connor to approve replacing all bedframes with proposed model.

Passed unanimously,

Murphy bed vs. pull out sofa-Brian provided options to increase room space efficiency in certain rooms for Board consideration.

Committee Updates

HOA unit sales

TJ provided an overview. 32 weeks sold this year, HOA weeks are selling and he is pleased.

Building & **Grounds**

Patrick & Brett gave an overview and goals of eliminating extra maintenance. Future discussion will be needed regarding replacement of main waterline on north building. Also suggest review of pool heaters to determine life expectancy and efficiency from current service provider. Tiki hut material is on order and should be here within next month. Will review turf temperature concerns as well. South building soffits to be fixed,

Action Item: Mary to get bids re: waterline replacement for August meeting.

Action Item: Brian will get good estimates for pool heater replacement planning purposes for August meeting,

Website/Internet/Social Media

Dave S provided an update, No website changes. Internet connections running smoothly. Social media independent sites have modest amounts of traffic.

Investment

John, Dave S & Gus provided an overview. Suggests everything on a 6 month basis due to changes in economy in order to maximize potential interest gains.

Renovation

Patrick provided an overview of the hospitality design expo that was attended w/Brian and committee member Sue Zibolski with goal of updating/redesigning units to improve space usage and the appeal of each unit. Committee planning will start to take place with members (Chair Pat O'Connor, Jennifer Siktberg, Sue Zibolski, Cindy O'Connor, and Sarah). Brian also discussed concepts for flooring replacement that would improve longevity and durability.

Action Item: Michelle will conduct a complete audit of all furnishings, flooring, etc. to better evaluate interior design needs and efficiencies for each unit style for August meeting and future planning,

Adjournment

A motion was made by Sarah McElwee and seconded by Dave Zibolski to adjourn the meeting at 1:58 PM.

Passed unanimously.

By: _____

Date: _____

Caribbean Beach Club Association, Inc.
Board of Directors Regular Meeting
Minutes

March 15, 2022

Call to order/Roll Call

Meeting was called to order at 4pm, EST.

Participating remotely via ZOOM: Sarah McElwee, David Zibolski, David Siktberg, Jon Cary, Patrick O'Connor, Brett Beer, Gus Vargo, Mary Allison, Brian Heller, Jamie Orrell, and Ellen DeHaan

Quorum Verification and Proof of Notice of Meeting

Mary Allison verified quorum and proof of notice for the meeting.

Board of Director training with Association Attorney Ellen DeHaan

Ellen DeHaan conducted the Board of Director training from 4pm to 5:45pm.

Property Insurance Renewal

Brian Heller provided an update on this item. He stated the current broker was working on a new proposal due to the existing carriers' decision not to renew. Brian is also working with another broker for a proposal and will forward a summary.

Action: A motion was made by Sarah McElwee and seconded by Gus Vargo to direct management to obtain bids to distribute to the board via email to allow for email vote.

Fails unanimously.

Action: A motion was made by Sarah McElwee and seconded by David Zibolski to schedule a teleconference to review insurance proposals on March 28, 2022 at 7pm, EST.

Passed unanimously.

Pool Coping

Brian presented information regarding the coping and possible tile updates to the vertical exterior of the coping for an additional cost of \$8300.

Action: A motion was made by Brett Beer and seconded by Patrick O'Connor to approve the bids as presented (\$36,660 total) with solid coping color throughout.

Passed unanimously.

Portable Toilets

Brian presented information regarding costs and options for servicing if purchased showing cost reductions with ownership vs. renting.

Action: A motion was by Patrick O'Connor and seconded by David Siktberg to approve the purchase of the Double Station restroom.

Passed unanimously.

Board Expense Policy

Action: This item was tabled to the next meeting.

Adjournment: The meeting was adjourned at 7:20pm, est.

By: _____

Date: _____

Caribbean Beach Club Association, Inc.
Board of Directors Regular Meeting
Minutes

January 31, 2022

Call to order/Roll Call

Meeting called to order at 3:04 pm.

Present at the resort: Gus Vargo, Brett Beers, Patrick O'Connor, and Mary Allison

Participating remotely via ZOOM: Sarah McElwee, David Siktberg, John Vary, Brian Heller, Lisa Martin, Jamie Orrell and one owner, Richard Canas

Quorum Verification and Proof of Notice of Meeting

Mary Allison verified quorum and proof of notice for the meeting.

Approval of minutes from last meeting October 25, 2021

Action: Board meeting Minutes to be amended to reflect that the Nay vote for pool closure and unit maintenance motions were John Vary. Additionally, the verbiage for the maintenance portion should read "A motion was made by Dave Siktberg and seconded by Sarah McElwee to move all unit maintenance to weeks 36-37 with the assumption that there will be an onsite manager to the project from Tricom".

Action: A motion was made by John Vary and seconded by Brett Beer to accept the minutes as amended.

Passed unanimously.

Action: Organizational meeting minutes to be amended to show that the Investment committee is made up of John Vary, David Siktberg and Gus Vargo.

Action: A motion was made by John Vary and seconded by Brett Beer to accept the minutes as amended.

Passed unanimously.

An additional action recommended is that when minutes are amended and approved that the amended, authorized minutes be distributed to all Board members.

Financial Reports

Year End 2021

Action: On page 5 of the detailed financials, the HVAC expense identified as HVAC center building, should be north building. A correction will be made.

Dock repair update

Brian Heller provided an update on this item.

Fire suppression pipe replacement quote

This item was previously quoted and approved. Project to be scheduled with other projects to manage traffic and parking for construction vehicles.

Landscaping update per prior meeting notes

Mary advised that new company has been found and they will be cleaning up the property and under contract by end of February.

Sun Coast update and proposal for pool furniture upkeep and maintenance

The board discussed this item and alternative pool furniture but believe there is a solution for current pool furniture repairs and an update should be available by the end of February.

Railing replacement project plan

Direction was given to management to execute plan as soon as is feasible, working in concert with pool construction as well as other projects identified.

Monthly comment cards

Direction was given to management to send the comment card report with the monthly financial packets beginning in January.

Week 53 policy/pricing

The board reviewed current policy which indicates that determination of policy is at Board's discretion.

Action: A motion was made by Sarah McElwee and seconded by Brett Beer to price Week 53 as maintenance fee (operating plus reserve) and to be scheduled as defined in the fall Newsletter with the priority going to Week 52 owners, then Week 1 owners and then all other owners.

Passed unanimously.

Action: An email will be sent to all owners advising them of Week 53 policy. This is to be sent from Tricom within next two weeks with verbiage provided by Sarah for baseline.

Additional items not covered in notes above

The board discussed the need/feasibility of adding an EV charging station to our site.

Action: Direction was given to management to research other properties on the island to determine if and how many charging stations are on each property.

Action: Sarah to get with Patrick re: renovation room committee.

Board Training - set date and time with Legal Counsel

Action: Sarah to send email to Board with proposed dates for a telecom meeting in March to cover insurance proposals, review Board member expense policy,

training with Ellen, portable toilet pricing purchase vs lease, and the cost of replacing all coping for the pool.

Committee Updates

Building and Grounds

No additional topics

Website/Internet/social media

Appears that any connectivity issues have been resolved with Comca'st resolving original installation error.

Investment

Have retained Charles Schwab accounts as potential opportunity if interest rates increase in 2022.

Governance

Board Expense Policy Discussion - item to be discussed in March

Adjournment - The meeting was adjourned at 6:46 pm, est.

By: __

Date: _ _ _ _