

**The Townhomes at Long Bay
Annual Meeting
March 4, 2023
Minutes**

CALL TO ORDER:

Pursuant to call, the Annual Members Meeting of The Townhomes at Long Bay Homeowners Association, Inc. was held on March 4, 2023 commencing at 9:30 AM in the Clubhouse of Long Bay Golf Club.

Guy Cantalupo, President, served as Chairperson and formally opened the meeting in accordance with the Declaration and By-Laws of the Association. Also present was Alan Anthony. Mike Fitzgerald was present by telephone. Freda Gore, of Property & Association Management Co., was present and acted as Recording Secretary.

QUORUM:

The roll was taken at the door by Freda Gore of Property & Association Management Co, Inc. There were 7 homes represented, 27 owners represented by proxy, for a total of 34. A quorum was declared.

PROOF OF MAILING:

Freda Gore presented a notarized copy of the proof of mailing to Guy Cantalupo for examination, this document includes a copy of the formal notice and proxy that was mailed to each homeowner notifying each one of the annual meeting. It will be filed with all the other documents of this Annual Meeting. A handout was given to each homeowner when they arrived; it included a new emergency contact sheet, copies of the financial reports and an agenda.

Approval of Minutes:

Mike Fitzgerald made a Motion to waive the reading of the 2022 Minutes. Guy Cantalupo seconded and it carried.

President's Report:

There was no President's report presented at this time.

Treasurer/Secretary Report:

I want to thank everyone for continuing to pay their assessments on time.

I have reviewed our end of year bank statements for both the operational account and the reserve account and our end of year balance sheet correctly reflects the amounts in these accounts.

We continue to be in compliance with Fannie Mae guidelines for monthly 10% budgeted reserve account payments and for amount of monies in the reserve account required to be at least 3 times the monthly assessment income.

The CPA has conducted the Annual audit of 2022 financial reports. The draft audit has been provided to the Board and the Board is currently reviewing this report. Once finalized, we will let all owners know and it will be available for review by all owners at Pam's office.

The 2022 end of year Operating Budget came in as expected. The 2023 budget was approved by the Board in November 2022 and an amended operating budget was approved in January 2023. There was no increase in the 2023 budget but due to an excel error I had made in determining the number of units to be assessed. I had used 30 instead of 31. The Board voted to place the excess assessments in the reserve fund and keep the per door/lot assessments at \$188/\$27 per month. I apologize for this error.

The bank foreclosed on 825 Foxtail Dr. and there were insufficient funds to pay past dues assessments and fines. As a result, the Association had to write off \$5,391.46 in assessments and \$480 in fines for a total of \$5,871.46. This is shown as a bad debt on our financial sheets. The Board expected this to occur and took steps to mitigate any actual financial downside by not recognizing assessment income from that unit and redistributing that required income among the remaining 30 units. Because our system is on an accrual basis, the loss had to be realized as a journal entry and had no affect on our actual cash balances in the operating and reserve accounts.

Through the end of February 2023, we are on budget for expenditures. Property Management was able to find a contractor to replace Seagreen for the irrigation system, Tom Mears Backflow & irrigation. Alan Anthony and I met with Tom for a site visit and reviewed the system. We will monitor how he works out. All our remaining contractors are the same for 2023.

Election:

At this time, Guy Cantalupo opened the floor for nominations to the Board of Directors. Guy Cantalupo and Mike Fitzgerald both ran from the floor, Guy Cantalupo made a Motion that the nominations be closed and Mike Fitzgerald seconded the Motion.

Old Business:

The fourth quarter minutes were sent out to owners but not all owners received them. Freda Gore stated that if you didn't receive them to either give her your email address or call the office with the correct address to be added to the email blast.

Athena Pinerio asked if the officers voted for Tommy's Backflow Testing and if Tommy Hemingway was doing the backflow test. It was decided that going forward when using the name Tommy to discuss either the landscaper or sprinkler system service providers, it be clarified by using last names as well. Tommy Hemingway is the landscaper and Tommy Mears Backflow Testing does backflow and irrigation. The confusion was due to both contractors having the same first name.

New Business:

Alan Anthony opened his discussion by reminding all unit owners present that, per the rules and regulations, the unit owners are individually responsible for the cost of removing and replacing roofing shingles on the section of roof above their unit. With this in mind, Alan said he believed it would be useful for all owners to understand the approximate cost in order that each owner might be able to better plan for the coming expenditure.

Property & Association Management provided those attending a copy of a budget estimate that Alan Anthony received for stripping and replacing the asphalt roof shingles for the individual units. This budget estimate was obtained from Linta Roofing. The price quoted included the budgetary cost for an interior unit and an exterior (end) unit. The end units are larger and therefore are more expensive than the interior units. At today's prices, an end unit would cost approximately \$16,000 for tear-off of the existing shingles and replacement with new shingles. The interior units would be approximately \$11,000 for the same work.

The budgetary prices are what Linta determined they would charge if they were to do the project today. This was not a fixed price or a quote. It was discussed that the units were built between 2006 and 2008. The roofs are between 15 and 17 years old. Architectural shingles are typically warranted between 25 and 30 years. Mr. Anthony contacted Pam Bane. She suggested looking at each unit for repair and tearing off each unit. Pam Bane stated with the average roof, you would get at least 20 to 25 years life before having to replace it.

Alan pointed out that he only requested a single quote and that from Linta's Roofing. Linta was chosen at random from a list provided to him by Pam Banes. He only pursued one quote as the intent was simply to get a ball park figure of the cost in order that owners might be better informed of what it might be in order to better plan for the expense that will need to be made when the time comes, - in the "not-all-that-distant" future.

The question was asked, what if an owner didn't want to have their roof done at the time the other owners in their unit did? Mike Fitzgerald stated that the Board will look to see what recourse the Board has to compel the owners to do it and think through the best way to handle it. It was specified that the Board will not approve for a single interior unit to have their shingles replaced without the other units in the same building being done at the same time because of the extensive shingle weaving that would require.

The Board will approve an end unit do the roof tear off and shingle replacement on its own. An end unit can replace their roof on its own because the end unit only has a 2 foot section in the front corner by the garage to weave in. All interior units on a given building will be required to be done at the same time with the same contractor with the approval from the Board.

The roof shingles will have to match the other buildings and the POA II will have to approve the request.

Alan stated that if the roofs required replacement in 4 years, an owner would need to start putting money away approximately \$300.00 monthly for an end unit and \$230.00 for a middle unit based on today's prices.

Mike Fitzgerald stated that roofing contractors are hoping that the price of shingles go down.

There was discussion about an owner seeing bugs in his unit. If any owner is still seeing bugs in their units after the pest control company comes to spray, they should call the property management company to schedule a respray.

The Board is looking for owners to serve on the Committee to see the best way to move forward on the future projects such as the roofs. Mr. Hrycko asked if the Board would get an independent contractor who has knowledge of roofs to find out how much time we have left until replacement. He suggested that the POA pay that person to come in and assess the roofs, and answer any questions that the Board has. Mr. Hrycko made a Motion to get an independent contractor and pay the individual. Guy Cantalupo Seconded it and it carried. We have time to get a plan in place.

Adjournment:

There being no further business to discuss, a Motion to adjourn was made by Mike Fitzgerald. Guy Cantalupo seconded the Motion and it carried.

Respectfully submitted:

Freda Gore, Property & Association Management Co., Inc.