SHORELINE TERRACE 1 ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING

DATE: Wednesday, May 6, 2020 at 9:15am
PLACE: PBC Clubhouse
701 Perico Bay Blvd.
Bradenton, FL 34209
CONFERENCE CALL
941-254-6462 PIN 1234

MINUTES

1. CALL MEETING TO ORDER & PROOF OF NOTICE: The meeting was called to order at 9:15am. Proof of notice was provided in accordance with the association's documents and FL ST 718.

2. ROLL CALL & DETERMINATION OF QUORUM: A quorum was established with all five board members present; David Noel, David Crowley, Pauline Fleischer, Barry Van Beuren, and Tom Parker. Also present was Nicole Banks of Sunstate Management.

3. APPROVAL OF PREVIOUS MINUTES: MOTION made by David Noel, seconded by David Crowley to approve the minutes as presented, with noted correction made by David Crowley. "Schedule fire extinguisher inspection and to make arrangements with owners for access to units." **MOTION** passed unanimously.

FINANCIAL REPORT: Dave Crowley reported from the March 31, 2020 financial statements. David also emailed to the Board a summary report. Tom asked if the insurance was renewed. The insurance expires in May. **Sunstate will follow up with the insurance agent.** The Board unanimously accepts the Treasurer's report as presented.

Manager's Notes:

- The bank signature cards were ordered to reflect the new management company. No change to the current bank account information.
- Sunstate has received the turnover documents and the Quickbooks back up from Argus. Sunstate is preparing the April 30, 2020 financial statements.
- Sunstate will follow up with the insurance agent regarding renewal.
- Sunstate will send out the special assessment invoices to owners by May 15th.
- The Annual Meeting is pending scheduling. Nicole will work with David Noel on this.

4**. UNFINISHED BUSINESS:** NONE

5. NEW BUSINESS: Discussion and Vote to approve the re-pipe plumbing project estimate by Professional Plumbing in the amount of $172,200 and a special assessment to unit owners in the amount of $118,800. (PLEASE SEE SUMMARY DOCUMENT ENCLOSED FOR SPECIFICS SUCH AS FULL PROJECT COST AND TIMELINE)

MOTION made by David Noel, seconded by Barry to approve the Professional Plumbing estimate to re-pipe the units in the amount of $172,000. **MOTION** passed unanimously.

MOTION made by David Noel, seconded by Tom to levy a special assessment in the amount of $118,800 to partially fund the re-pipe project. The special assessment invoice will be mailed to each owner in the amount of $3,600. The invoice will be due on August 1st, 2020. The remaining balance of the project would be paid from the reserve funds. **MOTION** passed unanimously.

MAINTENANCE: The doorways were inspected on all 33 units. The Handyman Brit, Paul, will be submitting a detailed proposed for Board review.

PBC UPDATE: The COVID-19 situation continues to be monitored. A committee will hold a workshop tomorrow to discuss a plan / procedure for re-opening the amenities.

OWNER COMMENTS:

- An owner asked the logistics of the project and if while working in one unit, would it be necessary to access an adjacent unit.
- An owner asked which areas would be painted. David confirmed that the drywall repair and painting would be done, to match and not the entire room / unit.
- An owner commented that she would like the pools re-opened and that it could be done safely.
- Self-quarantining from certain states was mentioned.

NEXT MEETING DATE: TBD

6. ADJOURNMENT: With no further business to discuss, the meeting was adjourned at 10am.

Submitted by:

Nicole Banks, CAM

Sunstate Management

For the Board of Directors