

**Sea Winds Condominium Association, Inc.**  
Minutes of the Sea Winds Board meeting held at the Sea Winds  
Clubhouse on Saturday 26<sup>th</sup> October 2013

**1. Determination of a Quorum**

A quorum was announced by the presiding officer, Doug Loudon. All board members were physically present.

**2. Call to Order**

Mr. Loudon, President of the Board, called the meeting to order 9:05 AM at the date and location noted above.

**3. Approval of minutes from previous board meeting**

The Board approved the minutes from the Board meeting held on 24 June 2013 by a vote of 5-0.

**4. Officer Reports**

Mr. Loudon, President, summarized progress made since the previous Board meeting on 24 June. Overall, progress is being made on a number of fronts. One indication of increased satisfaction with management at Sea Winds is that the email traffic to board members from owners has diminished considerably. A major effort is currently underway to upgrade the rental program.

Mike Hughes, the Treasurer, reported that overall the Association is in good financial shape with \$261,000 currently held in the reserve funds. It has taken time to get on top of the entire financial picture, however, because last year two different management firms were responsible for accounting and the association did not receive as detailed information as it would have liked regarding payments and receipts. The accountant now contracted by the Association, Richard Day, has been able to finally provide a reasonably accurate picture of such items as which individual owners are behind in monthly dues and past assessments. In future, any owner who is behind 60 days in payments will receive a letter from the Association's attorney and additional measures will be taken if necessary to keep accounts current.

With respect to the annual premium for insurance to cover Sea Winds, the goal is to accumulate sufficient funds so that it can be paid in full on July 1<sup>st</sup>. Currently, the Association has to borrow over \$100,000 to cover the premium and interest on the loan every year, which owners gradually pay off as part of their monthly assessments.

**5. Committee Reports**

*Rental Program*

Jane Hartman reported that the Rental Committee held a meeting on Wednesday 23<sup>rd</sup> October which was attended by 8 owners. In addition, she received feedback from other owners via emails and phone calls.

Currently, 20 units are in the Sea Winds Rental Program. A few owners who are in the Association rental program also rent their units using websites. An additional 20 units or so are rented by the owners directly or through an offsite rental program. Under our current rental guidelines, a registration fee of \$30 is to be charged only to those in the Seawinds rental program though it appears that it has not always been collected. A motion was made to charge renters a \$40 Registration Fee when they come to Sea Winds, regardless of whether they are renting through the owner, an offsite company, or the Association itself. This fee would cover such items as issuing a parking permit, paying the increased insurance rate that results from the number of units being rented and dispatching the maintenance person to investigate issues such as leaks or broken items in the units arising from renter's use of the unit. Currently, offsite rental companies charge a registration or booking fee to their clients, but none of those funds come to the Association. The manner in which the rental fee will be gathered, either from the renter or the owner of the rental unit, is to be decided. The motion passed 3-2. It remains to be decided how the \$40 fee will be assessed, whether renters pay when they come to Sea Winds or whether the owners will pay the fee directly. This will be reviewed at the next Board meeting.

Our CAM manager, Gary Thompson, conducted a survey of fees and rental rates charged by a dozen condo associations along St Augustine and Crescent Beaches in order to gauge how Sea Winds rental rates compare to other properties. This survey revealed that Sea Winds is at or towards the bottom in regards to fees and rental rates. Accordingly, a motion was made to raise cleaning fees and rental rates for next year by roughly 3-5%, and it carried by a vote of 5-0 (see schedule attached). Also, a premium will be charged for heavily booked periods, such as July 4<sup>th</sup>, Memorial Day, Labor Day, Easter, and Thanksgiving.

As part of the effort to upgrade the Sea Winds rental program, a motion was called to replace towels and linens at a cost of around \$13,000. No linens have been purchased in 18 months and many are threadbare. We plan to upgrade the weight of the towels. The cost will be shared by tapping the remaining rental surplus and by owners according to the size of their units and number of bathrooms (which varies from 2 to 3.5) and number of bedrooms. The motion carried by a vote of 5-0.

Gary, our CAM manager and Jeff Peet, a board member, have worked on improving the Sea Winds website ([www.seawinds-condo.com](http://www.seawinds-condo.com)). Upgrades to the website include over 400 pictures of units and the grounds. Owners can provide additional or replacement photos, and also provide descriptions of the amenities to be found in their units. Renters can book online. Owners will have access to the site to check reservations. In addition

there is an owners only section found at the bottom of the page when the website is open where all corporate documents, including meeting minutes may be found. We hope also to post financial statement regularly by the 10<sup>th</sup> of each month following quarter end. The password for entry to the owners section is swowners890.

### *Buildings and Ground Report*

Gary summarized activities undertaken this year. Accomplishments are listed on Attachment 2 to this document.

### **6. New Business:**

Given his strong performance to date a motion was made to extend our CAM manager's contract through 14 December 2014, and it passed by a vote of 5-0.

### **7. Adjournment**

The meeting was adjourned at 11:50 AM

Respectfully submitted,

Nigel Smith, Secretary

Appendix 1. Rental Rates charged by some condo associations along St Augustine and Crescent Beach, 2013

<b>Rental Rates per week Summer Rates</b>					
<u>Communities</u>	<u>3 Bed/Oceanfront</u>	<u>3 Bed/Oceanside</u>	<u>2 Bed/Oceanfront</u>	<u>2 Bed/Oceanside</u>	<u>Registration Fees</u>
Sea Winds	\$1600.00	\$1350.00	None	\$900.00	\$30.00
Ocean & Racket	None	None	\$1100.00	\$935.00	\$40.00
Four Winds	\$1645.00	None	\$1220.00	\$1070.00	\$40.00
Anastasia Condo	\$1850.00	None	\$1130.00	None	\$70.00
Ocean Gallery	\$2262.00	None	\$1908.00	\$1629.00	\$50.00
Summer House	\$2275.00	\$1925.00	\$1890.00	\$1540.00	\$55.00
Colony Reef Club	\$1600.00	\$1600.00	None	None	?
Tradewinds	None	None	\$1350.00	\$950.00	\$70.00
Creston House	\$1200.00	None	\$1000.00	\$950.00	\$70.00
Island South	None	None	\$1200.00	\$1000.00	\$70.00
Sand Dollar 2	\$1600/\$1700	None	\$1600/\$1700	None	\$70.00
Spyglass	\$1628.00	\$1298.00	None	None	?

## Appendix 2. Buildings and Grounds Report

Activities undertaken this year include:

1. Blower added to spa including electrical and plumbing.
2. New variable speed pump installed and plumbing leak repaired for pool.
3. Flood light installed on pool deck.
4. Fascia and rotted wood replaced/repared, building exteriors cleaned, caulked painted and trim painted. Sherwin Williams representative will be out next week to walk down the property to finalize paperwork on coatings for submission to corporate for 10 year warranty.
5. Pedestrian Roof Decks: Repair and recoating of all roof decks was coordinated with building coating/resealing and is complete. No deck boards are being reinstalled. Unsealed concrete patios coated.
6. All chimney caps repaired/recaulked and recoated.
7. Palm tree trimming completed.
8. Gate operator repaired.
9. Re-mulching of complex.
10. Raking of algae from lagoons.
11. Fire inspection improvements.

Pending activities for remainder of 2013:

1. Update Dreux Isaac study.
2. Tennis courts refurbishment and fence repairs.
3. Pool restrooms renovation.
4. Clubhouse kitchen renovation.
5. Bids for asphalt repair/resealing/restriping.