

Ballantrae Condominium Association

Board of Directors Meeting

DATE: January 19, 2022 **TIME:** 6:30 pm. **LOCATION:** Miller Management

Board Members Present: David Dicke, Michel Glower, Drew Lowther, Pat Boustedt, Delila Pierce

Attendees: Mike Miller, Manager; Thomas Kochia, Atlas Insurance; 11 residents

Call to Order: The meeting was called to order by David Dicke at 6:31 p.m.

Board Appointments:

Michel Glower made motions to approve Delila Pierce as Director At Large and Pat Boustedt as Secretary for board positions. Drew Lowther second. Both motions passed 3-0.

Michel moved to approve Michele Dicke in a non-board capacity as assistant secretary. Passed 5-0.

Insurance Presentation

At Mike Miller's suggestion, a presentation by Thomas Kochis, Certified Risk Manager and partner from Atlas Insurance, was advanced on the agenda. The property premium did increase this year because the majority of our roofs are wood shakes. Terms are changing this year to coverage at actual cash value of our roofs (defined as replacement costs less depreciation). A rate increase is anticipated again next year.

Following informational presentation and questions, Drew Lowther opened the floor for final discussion and moved to authorize the proposed coverage for 2022 and the premium as presented. David seconded. Motion passed 5-0.

Approval of Minutes: David Dicke informed those present that a minor wording change in the minutes of 12/13/21 board meeting, already posted on the website, was required to meet the requirements of the banking institution's rules. The original motion authorized David and Michel Glower to have signatory authority on accounts. The bank required a specific statement in the actual minutes rescinding the signatory authority of past officers. Those additions were made to the minutes to allow for the transfer of authority.

Pat Paulson identified a correction to the December 13, 2021 minutes regarding Jim Woods' insurance review. Corrected minutes will be presented for approval in February.

Reports of Officers and Committees

President

1. Status of Mediation 11D. David Dicke reported there was a meeting with the attorney in recent weeks and another mediation session is pending, scheduled for Feb 7. This is all that can be reported because this is privileged information.

2. Reply to Jim Boyd Letter. The reply was dated 1/12/2022 and delivered 1/14/2022 after David Dicke offered to meet with Jim Boyd to discuss the issues in person. David noted that if Jim was seeking a board opinion, remaining unanswered issues in his letter would require the board to meet. Jim could request this be placed on a future board agenda.

Vice President

3. Fran Clymore, Chairman, presented an update on the Architectural Review Committee with members Ann Westra, Sue Frazzini, and Ken Rowland. Board liaison is Drew Lowther. The committee's purpose is to review our existing documents in order to develop forms, procedures, recordkeeping methods and references for allowed homeowner changes to building exteriors, such as getting new windows or adding a light under the soffit. Her written report is attached.

Treasurer

4. Amazon Key. Michel Glower offered a proposed survey, which had been presented for board member review. It would allow homeowners to weigh in on whether Ballantrae should implement Amazon Key for increased security or if residents would prefer current after-hours access for Amazon deliveries. Drew and David offered approval of the document's contents. Michel made a motion to accept survey as written and for authorization to distribute it to members. Second by Drew. Passed 5-0. Members can be expecting to receive an email with this survey and are invited to respond within the deadline.
5. Michel Glower offered a summary of the preliminary FY2021 budget report. The unaudited report reveals a \$13,000 overrun even after the special assessment. Dues increase will push revenue up this year about \$61,000. See written report attached.

Buildings

6. Gordy Shonka (reporting to president while chair seat vacant) updated the board on the re-roofing projects underway. Building 10 is 99.9% completed with only a few adjustments still needed. The contractor has responded quickly to resolve issues with owners. Work has begun on Building 12.

Wind mitigation reports will be produced following completion of all work and a final inspection of the new roofs. That report will be provided for the board records, Atlas insurance and homeowners.

Other minor issues raised by residents have been handled, Gordy reported, but there is a small backlog of work orders awaiting completion.

Grounds

7. David Dicke provided the report to the board in the absence of Chairman Jim Woods, who broke his hip in a fall and is currently in rehab. At the end of

December, Earthworks advised that the business was closing down operations at the end of January. Jim and David have been busy contacting companies seeking proposals. Six proposals were received and the men completed four interviews. It was their opinion the best offer came from BrightView, a large landscape corporation. The Sarasota unit, with 125 full time employees, met our budget constraints and will be paid \$78,650 over the next 11 months. David will work with BrightView to finalize details of and planning for all scheduled services beginning in February. David made a motion to accept the BrightView proposal, seconded by Drew. Motion passed 5-0.

Rules and Regulations

8. Ken Rowland reported he responds to concerns brought by residents for violations, such as cars being parked in the driveway overnight. His preference is to handle issues with a phone call before proceeding with a violation notice. He advised the board he and Pat Paulson had been working on developing an updated violation form to improve record keeping if issues are not easily resolved.

Unfinished Business

9. Carnoustie Foundation. David Dicke reported he had talked with the unit's owner and learned a repair had been made in 2014 for a similar issue. The board received a proposal from Karins Engineering Group (KEG) to perform a \$3500 engineering study and offer recommendations for repair. The owner is anxious to have this issue resolved. David moved to approved KEG's contract and move forward with obtaining the study. Drew seconded. Passed 5-0.
10. Resolution Updating Investment Account Signers on SunTrust investment accounts. Mike Miller presented an updated resolution for removing old officers and adding new names. Motion to approve action by Pat, second Delila. Passed 5-0.

New Business

11. Front door/sidelight modification and installation of front entry pavers were requested for Unit 25B. The paver project was okayed. There was discussion on door's structural impact requirements. Request was approved subject to proper permits and county requirements for the door. David will ensure owner and contractor are aware of this issue. Drew moved for conditional approval, second Michel. Passed 5-0.
12. Storm shutter installation approval requested by Unit 11C. Shutter color needs to be closest match to condominium exterior color. Motion to approve request by Drew, second Delila. Passed 5-0.
13. Waterway Improvement Study was a line item placed in the 2022 reserve budget that originally focused on dredging a portion of Elligraw east of the entry bridge. Discussion included the fact that the Elligraw is a county-managed waterway with an easement across Ballantrae property. To go further with a physical dredging,

the board will need written bids from three contractors. David Dicke advised he had been researching a biological dredging approach offered by Beautiful Ponds and asked if the board should also investigate the possibility of bio-dredging for removing sediment and improving water chemistry for the Elligraw and our ponds. A survey would cost \$1425. It was determined the next step would be to ask a Beautiful Ponds contact to speak at the February board meeting.

Adjournment: Delila Pierce made a motion to adjourn the meeting, seconded by Drew Lowther. No discussion. Motion passed 5-0.

The meeting was adjourned at 9 p.m.

Respectfully submitted,
Patricia Boustedt, Secretary

Date: January 19, 2022

Treasurer's Report

January 19, 2022 Board Meeting

Preliminary 2021 annual figures have been provided, with key items:

- Special Assessment increased revenues by \$30,600
- Legal/Accounting expenses exceeded budget by more than \$27,000
- Mulch error put us over budget more than \$11,000
- Buildings/Sidewalks/Gate exceeded budget by \$10,500

Belt tightening offset some of these budget overruns

Taken together,

Dues increase will push revenues up by \$61,200.

Takeaway:

We will watch our spending carefully this year.

Respectfully submitted,

Michel Glower

Treasurer

Ballantrae Condo Association Board Meeting

Wednesday, January 19, 2022

Architectural Review (Documentation and Procedures) Committee Report

The ARC consists of four volunteer residents: Fran Clymore (Chairman), Ann Westra, Sue Frazzini and Ken Rowland. Board Liaison is Drew Lowther.

The committee has met once on January 18, 2022 via Zoom to discuss the scope of the project and to review materials already prepared by Pat Paulson and Fran Clymore. We are also reviewing samples of documentation and procedures used by other HOAs.

The purpose of the ARC is to assist residents in planning EXTERIOR CHANGES TO THEIR PROPERTIES that are in keeping with our governing documents and rules and regulations.

This committee intends to present the Board of Directors with DRAFT procedures, forms, and documentation necessary to accomplish this task. We will provide an update on our progress at the next Board meeting in February.

Respectfully submitted,

Fran Clymore, Committee Chair

Patricia A. Boustedt Bio

3617 Gleneagle Drive 11c_
Sarasota, FL 34238
781-366-3803 (cell)

Grew up on a farm in Upstate NY. Moved after college graduation to Boston, Massachusetts and worked and lived there for over 40 years. Initially worked after an HR stint as a Licensed Social Worker for the Commonwealth of Massachusetts in the court system, foster care and adoption. Then worked as an in-patient social worker at Mass General Hospital for 15 years covering all floor, 5 ICUs and the ER.

Eventually worked at Genzyme Corporation from their initial FDA approval in 1991 for a rare genetic disease treatment until leaving in 2008 as a clinical research manager. Moved to Sarasota, Fl around 2010 and worked in clinical research again as a part time site coordinator at Coastal Medical Center from 2013-2016 and then briefly at Roskamp Institute as the same. Also worked at a part time Assisted Living receptionist at Brookdale at Palmer Ranch from 2017-2018 when my mother was a resident there and now work weekends at Plymouth Harbor on Sarasota Bay for over the past 3 years at the front desk receptionist for their Assisted Living, Memory Care and Independent Living.

Enjoy animals and most people. Used to house and pet sit in Boston and Sarasota as a side hobby.

Trained dogs and rode English and jumped horses.

Education:

BA English, Nazareth College of Rochester

Attended Duke University's Physician Assistant Program part-time (1989)

Attended Massachusetts College of Pharmacy's Radiation Therapy Program part-time (1990-1991)

Other:

- Fluent in Microsoft Business applications (Excel, Word, Power Point) for PC and Macintosh, Microsoft Project, medical terminology*
 - Experience with multiple EDC [Electronic Data Capture] systems (RAVE, Oracle, Inform, Medidata, BioClinica)*
 - Experience with EMD (Electronic Medical Data systems)*
 - Sense of Humor*
 - Speak a bit of Polish, Swedish*
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