

# Ballantrae Condominium Association

## Board of Directors Meeting

**DATE:** December 13, 2021      **TIME:** 1:30 p.m.      **LOCATION:** Miller Management

**Board Members Present:** Michel Glower, David Dicke

**Attendees:** Michael Miller, Manager; 13 residents

**Call to Order:** The meeting was called to order by David Dicke at 1:30 p.m.

### **Board Appointments/Immediate Business:**

Drew Lowther was presented as a candidate to serve as the third board member, serving a 2-year term. David Dicke made a motion to approve Drew as a board member and Michel Glower seconded. Motion passed.

Board formation: Michel moved to appoint David Dicke as Board President, Drew Lowther as Vice President, and Michel Glower Secretary/Treasurer. Seconded by Drew. Motion passed. David mentioned the board is still seeking individuals to fill two unexpired board seats.

Michel Glower presented a motion to instruct Miller Management to request the former board members return all books, papers, electronic files, equipment, emails, passwords and logins (web site management) to Miller Management for current board use. David expressed need for any work orders from residents that might be outstanding be provided to the new board. Motion seconded by David Dicke. Approved 3-0.

A motion by Michel Glower was made for Michael (aka Mike) Miller to advise our Law firm to cease any work on pending legal actions or mediations or settlements. Work performed after this notification prior to the board's further instruction are not authorized and will not be paid. Questions were received from floor. It is appropriate to initiate a pause for now until the new board has an opportunity to become familiar with details. John Frazzini offered to provide current continuation mediation dates pending. Michel Glower and David Dicke will initiate process. Drew seconded and motion passed 3-0.

**Approval of Minutes:** David Dicke moved, seconded by Drew Lowther to waive the reading of and approve the minutes of the Dec 1, 2021 board meeting. The minutes of the abbreviated Dec 9, 2021 minutes were read aloud to all present. Both motions passed 3-0 and a copy of the December 9 minutes will be provided to Pat Paulson, who agreed to put them on the web site.

### **Committee Appointments and Reports**

At this time, all committees will be advisory in nature ("ad hoc" per Florida Condominium Law), meaning the committee is not authorized to act on behalf of the association and is not authorized to expend any funds of the association. No committee reports were presented.

### **Current Committees**

- Buildings: Chair vacancy. Gordy Shonka will continue in support role.
- Grounds: Jim Woods chair, assisted by Charles Macy.
- Social and Caring: Vacancy for chair and assistant
- Rules and Regulations: Chair vacancy. Ken Rowland continue support role
- Interview Committee: Bill Buckler. Vacancy for second member.

A motion was made by David Dicke for the slate of committees to be approved. Drew Lowther seconded. Approved 3-0.

### **New Committees**

- Insurance: Jim Woods has looked into details of community's current insurance increase.
- Legal Action Resolution: George Harland and Jim Woods will review issues on pending issue. After discussion, a motion by David Dicke and seconded by Drew Lowther passed 3-0.
- Architectural Review Procedures: Fran Clymore will assume leadership of project following up on Pat Paulson's preliminary work and will review for best practices and community needs. Motion by David Dicke, seconded Drew Lowther. Passed 3-0.

### **Establish Monthly Board Meetings:**

Discussion was held and proposal made for regular monthly meeting dates be set on the third Wednesday of each month, 6:30 p.m. at Miller Management. Motion by Michel Glower, Drew Lowther seconded. Approved 3-0.

A motion made by David Dicke, seconded by Michel Glower to remove signatory authority from John Frazzini and Jack Seaman and add signatory authority to David Dicke, President, Michel Glower, Treasurer along with Michael Miller, Manager for SunTrust accounts ending in 7246 and 7253, and Trust Security account ending in 5462. Motion approved 3-0. [*This motion was amended 12/16/21 with this specific wording as required by SunTrust Bank representative in order to clear bank account records and grant new officers signatory authorization.*]

### **Unfinished Business**

Insurance: Discussion. Jim Woods had contacted Atlas Insurance regarding anticipated increased cost. Michael Miller advised the board will receive a proposal and may meet with the broker to discuss our 2022 policy prior to the end of the year.

Carnoustie Drive Building 6 foundation: After repeated attempts to receive a report from Karins Engineering, it was decided to seek another engineering firm. Michael Miller was authorized to identify and make arrangements with a new firm to evaluate the building.

John Frazzini suggested we notify the unit owner when this is next discussed.

### **New Business**

An insurance claim was received from the owner of 3662 Gleneagles. Details were discussed with some historical input from John Frazzini and Jack Seaman. As the claim was for interior drywall damage not caused by a roof leak, repair of which was successfully completed per normal protocol, it was decided that Michael Miller will pursue an inquiry with Atlas Insurance and report back to the board. The owner will be notified when this is next on our agenda.

A new resident at 7381 Ballantrae Place requested approval for removing a sliding door in the shower and replacing it with cement block and stucco, and a 4 foot wide glass block privacy window. David had clarified the dimensions of the project with the contractor and moved the request be approved, Drew Lowther seconded. Approved 3-0.

Installation of impact resistant windows was approved for 7459 Carnoustie Drive with appropriate documentation. Moved by David Dicke, seconded Michel Glower. Approved 3-0.

Amazon Key. Ballantrae has received a request from Amazon to have a unit installed that would allow their vehicles into our community after hours. The unit tracks each truck, driver, time of entry and exit. The community can establish preferred parameters for access times. The board sought input from those in attendance and it was determined that Michel will create an explanatory form to be sent as a survey to members to obtain their input. On the recommendation of John Frazzini, Amazon's contract package with us should stipulate the name of the third party installer of the tracking unit, and license and insurance certificate for the community's protection. [It was emphasized that access is authorized only if Amazon truck has proven package to deliver to a Ballantrae address. Further information will be supplied to the community with the survey as to how USPS, UPS and Fed Ex gain after-hours access.] On Michel's motion and Drew's second, survey will be prepared 3-0.

On the issue of investigating possible need to survey our boundary with Palmer Ranch, Jim Boyd presented information and explained that for condominium communities in Florida there is no land value assessments. Property taxes are assessed on unit owners. Jim saw no risk to Ballantrae. This issue will not be pursued.

All clearing of undergrowth and invasive species on Ballantrae has concluded. When the board had received notice of Palmer Ranch plans, John Frazzini provided information to the Grounds Committee Chair, who polled the board members who had

no disagreement at that time. David made it clear that there are no further plans for clearing Ballantrae property, and that in time Florida natural plantings will be used to fill in some of the cleared areas. Residents had expressed dissatisfaction with the project about street noises, destruction of wildlife habitat and privacy issues. It was pointed out that most of removal was not on our property.

General discussion was held on whether to look into competitive bids in an effort to advance roof replacements. Michael Miller explained it was a balancing act, all with budgetary impact. Pros and cons were evaluated, with John Frazzini offering details of how the reserve study would be impacted.

Two roofs are scheduled to be replaced beginning in January. When complete, 10 of 25 buildings will have new roofs.

Residents interested in sending Christmas cards to Lane, his postal address is:

15 Paradise Plaza, #238  
Sarasota, FL 34239

**Adjournment:** Drew Lowther made a motion to adjourn the meeting

David Dicke seconded the motion. No discussion. Motion passed 3-0.

The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

Michel Glower, Secretary

Date: December 13, 2021

Amended 12-16-21

Amended 1-30-22