

Ballantrae Condominium Association, Inc.

Board of Directors Meeting Notice

DATE and TIME: December 20, 2023, 6:00 PM

LOCATION: Gulf Gate Library Meeting Room A

Agenda

1. Call to Order, Confirmation of Notice, Roll, and Confirmation of a Quorum
2. Approval of 12/6/23 Meeting Minutes
3. Old Business
4. Seeking Treasurer – Very Important
5. Approval of 14D Renovations
6. Approval of Driveway and Sidewalk Replacement Payment
 - a. 3620 Muirfield Dr.
 - b. 3628 Muirfield Dr.
 - c. 3636 Muirfield Dr.
 - d. 3644 Muirfield Dr.
 - e. 3660 Muirfield Dr.
7. Approval for Irrigation Repair Work
8. Approval for Roofing Options Contract for 7 Roofs
 - a. Building #9 (3606 – 3630) Gleneagles Drive
 - b. Building #11 (3609 – 3633) Gleneagles Drive
 - c. Building #14 (3673 – 3697) Gleneagles Drive
 - d. Building #15 (7350 – 7374) Royal Birkdale Drive
 - e. Building #16 (7318 – 7342) Royal Birkdale Drive
 - f. Building #17 (7315 – 7339) Royal Birkdale Drive
 - g. Building #18 (7347 – 7371) Royal Birkdale Drive
9. New Business
 - a. Will have appointments by next meeting, please reach out if able / interested in helping
10. Next meeting January 17th at Gulf Gate library Meeting Room A at 6:00PM

Ballantrae Condominium Association, Inc.
Board Meeting Minutes

DATE: December 20, 2023 **Time:** 6:00 pm **Location:** Gulf Gate Library, Room B

Board Members Present: Ben Elliott, Dennis Dryjanski, Drew Lowther, Kathleen Lyden

Attendees: Seven residents

Call to Order: Ben Elliott called the meeting to order at 6:00 pm

Approval of Minutes: Motion to defer minutes of last meeting. Motion passed 4-0.

Board Reports

President

Treasurer position is open. Anyone interested should reach out directly to Ben Elliott. Ben expressed the importance of this position for the health of the neighborhood. At the December 6th, 2023 (5PM) meeting the board (2023 board) approved the completion of 16 roof replacements for the wood shake roof to asphalt shingle roofs. The motion was contingent upon a real estate attorney's review of a private loan offered at a not-to-exceed amount of \$550,000. The next day, December 7th, 2023, the private lender for the roofing contract pulled out of the deal, and the board is now seeking alternative methods financing for the remaining roofs. More to follow in the report below.

No other officer reports.

Old Business

Mailboxes will be discussed at the next meeting. Ben Elliott noted the quotes were in for the mailboxes, and the design was selected by the community. He also noted the project would start once the community had a better handle on all the funds required for the roofing project.

Comcast contract is expiring in 2024. The board will be looking into options for renewal. No discussion.

Residence Improvements

Resident installation of new doors and windows on unit 14D - 3673 Gleneagle Drive. Ben Elliott entertained a motion to approve the renovation. Drew Lowther seconded. Board approved 4-0.

Sidewalk and driveway improvements for \$21,750 was brought to a vote. The work was already approved at a previous board meeting, but the amount was not. Ben Elliott entertained a

motion to approve the \$21,750 to be paid. Dennis Dryjanski brought a motion to approve, Drew Lowther seconded. Motion passed 4-0. The driveways are:

- 3620 Muirfield Drive
- 3628 Muirfield Drive
- 3636 Muirfield Drive
- 3644 Muirfield Drive
- 3660 Muirfield Drive

Irrigation improvements that took place last summer were brought up by Ben Elliott. The work was completed in the summer of 2023, but the payment was not approved. Dennis Dryjanski brought a motion to approve the \$11,000, Ben Elliott seconded the motion. Motion passed 4-0.

Roofing Contract

Longboat Key Roofing hired for roof replacement. The details and background were provided in the president's report. Seven buildings to be replaced. Nine are pending for later installation date pending funding and board approval \$52,311 deposit required for the first seven buildings. Ben Elliott brought forward a motion to approve the 7, the immediate disbursement of \$52,311, and an options contract for the final 9 building roofs to be completed for \$641,270 pending board approval later (contract deadline 3-1-2024 to accept). The total would be \$1,164,380 if the full project were brought to fruition. Dennis Dryjanski seconded the motion for the seven roofs plus disbursement and options contract. Motion passed unanimously 4-0. The seven buildings are:

- 3606 – 3630, 3609 – 3633, 3673 – 3697 Gleneagle Drive
- 7315 – 7339, 7318 – 7342, 7347 – 7371, 7350 – 7374 Royal Birkdale Drive

New Business

Ben Elliott mentioned that John Frazzini and Jim Boyd were heading up a treasury / financial workshop created to provide options on roofs and financing options. The workshop will remain in place while the roofs are under contract. Ben mentioned that anyone and everyone was welcome to join in and participate. He mentioned that this group would be responsible for advising the board on cash flows, insurance, financing options, reserve budget updates, and operational budget updates.

Banking

Ben to be added to Ballantrae Truist bank account. Jim Boyd to be removed. Dennis will stay on the account.

Zoom option to be investigated to allow greater resident participation without physical presence.

Road repaving will be discussed at a later date.

No Committee Reports

Adjournment

Ben Elliott made a motion to adjourn the meeting. Drew Lowther seconded. Motion passed 4-0.
Meeting Adjourned at 6:26 PM.

Respectfully submitted,

Ben Elliott
President