

**HOLLYWOOD SANDS RESORT OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
October 18, 2012**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order by Director Al Heilman at 7:05 p.m. with the following persons in attendance:

Board of Directors Present Via Telephone:

| | |
|-------------------------------|------------------------|
| Michael Garczynski, Treasurer | Al Heilman, Director |
| George Karvounides, Director | David Hutson, Director |

Absent:

| | |
|-----------------------------------|-----------------------------|
| Manny Martinez, President | Michael Connolly, Secretary |
| Joanne Rounds-Kos, Vice President | |

Vacation Resorts International and Resort Management (at the resort):

Jan Samson, Sr. Vice President Resort Operations, Vacation Resorts International
Joel Stoyer, Resort Manager

II. NOTICE CERTIFICATION/QUORUM VERIFICATION

Jan Samson confirmed that the notice of the meeting was posted at the resort in an approved location in accordance with the Condominium Documents and Florida Statutes.

A quorum was achieved with four of seven Board members in attendance.

III. APPROVAL OF AGENDA

Jan Samson stated that while there is a quorum present, Mr. Karvounides has limited time for which he can remain present for this meeting. Therefore she asked the Board to rearrange the agenda to get the most important business items discussed and approved.

MOTION: Michael Garczynski moved to approve the agenda of the meeting subject to moving the following items up for discussion after IV. Approval of Previous Meeting Minutes: Approval of 2013 Budget, ARDA ROC Voluntary Contribution, Property Tax Billing, Transfer of Operating Surplus, Sundek Furniture/Umbrellas, Ratification of Southeast Building & Roof Repairs, Ratification of Sun Deck Repairs and Approval of Audit Engagement. Motion was seconded by Al Heilman and approved unanimously.

IV. APPROVAL AND ACCEPTANCE OF PREVIOUS MEETING MINUTES

A. Approval of July 26, 2012 Meeting Minutes

MOTION: Michael Garczynski moved to approve the regular Board meeting minutes of July 26, 2012 as written. Motion was seconded by Al Heilman and approved unanimously.

V. UNFINISHED BUSINESS

A. Transfer of Operating Surplus

Jan Samson reviewed cash flow and forecast reports and stated that the transfer of funds the Board approved at the July 26, 2012 Board meeting was a little aggressive considering the updated most recent financial reports. Ms. Samson explained that she asked accounting not to make the approved transfer and to hold for further direction. She also explained that part of the transfer she requested included some funds that are in the property tax account. There is \$20,000 in that account that was moved there as a lump sum from operating a few years ago so that the Association could take advantage of the four percent tax discount by paying by November 30. It is not funds that were billed and received from owners specifically for property taxes and may therefore, be moved.

MOTION: Al Heilman moved to retract the July 26, 2012 motion and Board approval to transfer \$75,000 from operating to reserves and now approve a transfer of \$30,000 from operating to reserves and \$20,000 from property taxes to reserves. Motion was seconded by Michael Garczynski and approved unanimously.

B. Windows

Jan Samson and Joel Stoyer reviewed recent re-occurrence of window leaking, particularly in unit 16. During last Sunday's rainstorm significant water intrusion occurred in this unit. Mr. Stoyer called RoPat and the owner, Bob Vanderhoof went to unit 16 and removed the sliding window to find the track was installed backward and the screws were not properly sealed. There were also two screw holes with no screws and the weep holes were caulked shut. Ms. Samson, Mr. Stoyer and Mr. Vanderhoof discussed the issues and Mr. Vanderhoof offered to have one of his reps come to the resort and fix these issues for just labor cost of \$25 per hour and actual product cost for sealer, etc. Management recommended hiring RoPat to perform these duties on the windows known to have experienced leaking. Windows in which management and RoPat do not believe can be sufficiently repaired will be noted and included on the next Board meeting agenda.

MOTION: Al Heilman moved to hire RoPat to inspect windows with leakage issues, remove them, fix the issues, seal the screws properly and open up the weep holes for the cost of labor at \$25 per hour, plus actual product cost, not to exceed total expenditure of \$500. Motion was seconded by Michael Garczynski and approved unanimously.

VI. NEW BUSINESS

A. Approval of 2013 Budget

Jan Samson gave a brief summary of the proposed 2013 budget along with the changes the Board requested and all agreed to via e-mail during the weeks following the July 26th Board meeting.

MOTION: Al Heilman moved to approve the 2013 budget with the operating fee of \$517.88 and reserve fee of \$102.12, for a total 2013 maintenance fee of \$620.00, a 3.3% increase. Motion was seconded by Dave Hutson and approved unanimously.

B. ARDA ROC Voluntary Contribution

Jan Samson gave a brief summary of ARDA ROC and reminded the Board that they did include this voluntary contribution in their 2012 maintenance fee mailing.

MOTION: Michael Garczynski moved to approve including a \$3.00 voluntary ARDA ROC contribution with the 2013 maintenance fee bill. Motion was seconded by Dave Hutson and approved unanimously.

C. Property Tax Billing

Jan Samson stated that the property tax bills have not yet been received; however, the trim notices reflect that whether or not the budget is changed, the taxes will be slightly less than last year.

D. Sun Deck Furniture/Umbrellas

The Board and Management reviewed proposals for new tables, chairs and umbrellas for the sun deck. Management recommended the Polywood furniture for better quality and longer lasting products.

MOTION: Dave Hutson moved to purchase three square tables and 12 chairs in the Polywood South Beach style, from HD Supply at a total cost, including taxes and delivery, of \$3,970.22. Motion was seconded by Michael Garczynski and approved unanimously.

The Board and Management then reviewed the proposed Fiberbuilt umbrella proposals which include 90 pound bases. The moving parts of the umbrellas are made of a flexible fiberglass so they won't break, and withstand winds of up to 50 miles per hour.

MOTION: Dave Hutson moved to purchase two Fiberbuilt umbrellas and two 90 pound Fiberbuilt bases at a total cost, including taxes and delivery, of \$1,060.18. Motion was seconded by Michael Garczynski and approved unanimously.

E. Approval of Audit Engagement

Jan Samson reviewed the terms of the audit engagement from Margolies, Fink & Wichrowski, to perform the Association's 2012 audit. No increase was proposed from the previous year.

MOTION: Al Heilman moved to approve the Audit Engagement letter from Margolies, Fink & Wichrowski for charges not to exceed \$4,975 plus out-of-pocket expenses to perform the Hollywood Sands 2012 annual audit. Motion was seconded by Michael Garczynski and approved unanimously.

F. Ratifications

- a. Southeast Building Roof Repairs – Joel Stoyer sent an e-mail to the Board on September 13, 2012, asking for approval for a proposal from Lyons Roofing to perform roof repairs to the Southeast building at a cost of \$3,000. This included \$600 to replace all broken and/or loose tiles. The Board approved via return e-mails. The actual cost came in at \$2,400.
- b. Sun Deck Repair – in the same e-mail mentioned above Mr. Stoyer also requested approval of a proposal to have Lyons Roofing locate and fix the leaks in the sundeck at a cost of \$1,200 which included them removing the boards to locate the leaks and repair them. The Board approved via return e-mails.

MOTION: Al Heilman moved to ratify the approval of Lyons Roofing doing the repairs to the southeast building roof, including replacing all broken and/or loose tiles, at a cost not to exceed \$3,000, and to also ratify the approval of Lyons Roofing locating and fixing the leaks in the sundeck at a cost of \$1,200. Motion was seconded by Michael Garczynski and approved unanimously.

IX. FUTURE MEETING DATES

No future meeting dates were discussed.

X. ADJOURNMENT

Due to one Board member having to leave the meeting, a quorum of the Board will no longer be present and the meeting must be adjourned. The remaining Board members and Management agreed to stay to address questions, concerns and discuss remaining agenda items, etc., for the seven owners that were present.

MOTION: Al Heilman moved to adjourn the meeting at 7:35 p.m. Motion was seconded by Dave Hutson and approved unanimously.

Michael Connolly, Secretary

JS/jf

hsr: 101812min