



# Ultimar Three Condominium Association, Inc.

## Board Meeting Minutes Saturday, April 28, 2018

### Call to Order

The meeting was called to order by Mr. Frank Scalfaro, President, at 9:00am (EST).

### Roll Call

Mr. Rocky Reily, Property Manager, was asked to take the roll call.

In attendance at the meeting were Mr. Frank Scalfaro, President, Mr. Peter Foulds, Director and Mr. Barry Cohen, Director. Mr. Robert Brazel, Vice President, called in while Mr. Said Gabriel, Secretary, was out of country and absent. Mr. Sergei Shishkin, Treasurer, was in attendance.

### Proof of Notice of the Meeting

Rocky Reily indicated that proof of notice was posted outside his office, in the elevators and sent via email to unit owners, including the phone call-in number, on April 23, 2018.

### Format of the Meeting

Frank Scalfaro, President, again indicated that the format of meeting would be the presenter will be given the opportunity to make a presentation, then Board Member first may ask questions to the presenter and after that the floor will be opened to the unit owners for questions and comments.

### Approval of Previous Board Minutes

- There was a motion made by Peter Foulds and seconded by Barry Cohen to approve the minutes for the February 24, 2018 Board Meeting. The motion was approved.

### Treasurer's Report

Sergei Shishkin, Treasurer, gave an overview of the March 2017 financial results indicating the following:

- Income Statement – on a year to date basis, our Association is approximately \$32,000 under budget primarily because of lower than budget paid Insurance Expense and some delay in performing other budgeted items; however, because of future expenses, it is expected we should end up with a positive total year surplus but less than the year to date results
- Balance Sheet – very low Receivables and a strong cash position in Reserves
- Reserves – the Association came into the year with approximately \$1.3 million dollars and is expected to end the year at approximately \$.9 million. It was pointed out to the Board that some future Reserve projects, not yet approved by the Board, may bring our Reserve funding to very low positions and need to be considered when the Board reviews and considers approval for these projects.
- Clarification of future Reserve projects were discussed.





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#### **Organizational Items – requiring Board concurrence or vote**

##### **a. Water Softener**

- Rob Brazel began the water softener discussion by summarizing the activities to date and turned it over to Rocky Reily, Property Manager, for details
- It was determined that most unit owners do not have the ability to install a water softener type unit in their condo and that having a building water softener was an amenity.
- The former issues of concrete erosion, when the Association had a water softener, and the impact on our current copper piping were discussed
- The pros and cons on the use of salt versus potassium was discussed
- Rocky Reily provided the Board an equipment reserve estimate of approximately \$16,000 and indicated that the annual cost of salt would be approximately \$1,800 whereas potassium would be approximately \$7,500.
- Frank Scalfaro made a motion to install a new water softener to replace the existing non-working one and to purchase potassium for the system. This motion was seconded by Mr. Barry Cohen and approved by Frank Scalfaro, Rob Brazel and Barry Cohen with Peter Foulds absenting.

#### **Organizational Items – discussion only**

##### **a. Cleaning Services**

- Rocky Reily, Property Manager, explained various causes contributing to the building not being as clean in prior months as it should be, indicated he has hired a new cleaning employee and that, in the future, he will enhance the cleaning planning process to avoid this type of problem in the future
- It was determined that the facility is cleaner than before, and that the new Association person is doing a good job, but it is important to ensure that our cleaning employee be compensated appropriately, and that any employee hired to do this job is qualified to perform this assignment before being hired.
- It was recommended that cleaning logs be displayed in key areas and that our cleaning employee be required to indicate completion so that the Property Manager and unit owners are aware of their work activity.
- It was also recommended that contractors be formally instructed to clean up after themselves



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#### Organizational Items – discussion only (cont.)

##### b. Communications

- Jill Herrin, Communications Representative, gave an update of her current and planned activities:
  - i. She indicated that a bulletin board, near the Property Manager office, has been established and contains both permanent and “ever changing” documents. She was thanked by the Board and the unit owners, during their comment period, for the excellent job to date.
  - ii. It was also indicated that the frequency of a newsletter will hopefully be monthly and include not only Board Meeting topics but also other important data for our unit owners
  - iii. A complete update to our website was discussed and the request for volunteers to help was extended. Frank Scalfaro, President, indicated that clearly a site plan needs to first be developed but then the actual programming of the site should be outsourced. The importance of a data base administrator, once the site was developed, was noted.
- At this point, Frank Scalfaro, indicated that he desired to have Rocky Reily and Jill Herrin work together to update our current Complaint Procedure and our General Information Guide. He indicated that he will send to both individuals the drafts he has begun.

##### c. Major Reserve Project – Air Conditioning Update

- Since Said Gabriel, Secretary, is responsible for this Board approved project but was out of town, Rocky Reily indicated that the permit has been sent to Clearwater Planning Department, but no word has been received when this will be approved.

#### Ultimar Homeowners (HOA) update

- Peter Foulds, one of our elected HOA directors, provided the following HOA update:
  - Landscaping activities around all buildings are going well
  - The HOA exterior painting responsibility was discussed by both the Ultimar Three Board members and Ultimar Three-unit owners. The concern remains that some of the areas that fall under HOA responsibility still need to be painted.
- Frank Scalfaro, on behalf of the Association and confirmed by unit owners in attendance, thanked Peter Foulds for the excellent work he is doing on the HOA and reiterated the need for respect of all unit owners, Property Managers and Associations to ensure that these two corporations (Ultimar Three and Ultimar HOA) always attempt to work together.



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#### Ultimar Homeowners (HOA) update (cont.)

- A unit owner discussed a towing related problem that she and her husband personally experienced. Peter Foulds was aware of the problem.
- It was suggested that when things like this happen, Ultimar Three unit owners need to constantly advise the HOA Board, our elected HOA Representatives or the HOA Property Manager that some of their actions may not be proper or do affect our unit owners.

#### New Business

- A unit owner indicated that the exterior painting company we use are using his balcony for a staging area even though his area of the building is completed.
- Rocky Reily indicated he will call the vendor and determine why this is happening and will advise them that this unit owner does not authorize them to use his balcony for staging.

#### Next Board Meeting

Frank Scalfaro indicated that the next Board Meeting would be on Saturday, June 23, 2018 at 9:00am in the Ultimar Three Club Room.

#### Adjournment

The meeting was adjourned at 11:36am (EST).