



**Ultimar Three Condominium Association, Inc.
Meeting Minutes of the Board of Directors Meeting
November 11, 2023**

Call to Order/Roll Call

- Gus Fleites called the Board Meeting to order at 9:02am in the Ultimar Three Club Room and via Zoom online.
- Directors Gus Fleites, Cleo Cabuz, and Craig Smith were present in person. Ken Jones was present via Zoom. Tom Fiedler joined via Zoom at 9:15am, during the President's Report section of the meeting, though his audio failed and his participation could not be heard. Also present in person were the association's Secretary, Jacky Schryver, and manager, Kristin Crockett.

Proof of Notice of Meeting

- Proof of Notice was confirmed by Ms. Crockett, posted more than 48 hours in advance.

Approval of Minutes

- Meeting minutes from the May 6, 2023, August 19, 2023, and September 30, 2023 were moved for approval by Mr. Jones. The motion was seconded by Mr. Fleites. The motion passed 4-0.

Report of Officers

- **President** – Mr. Fleites provided a summary on the following topics: change in management, infrastructure, unit/garage access, balcony inspections, fire monitoring change to United Fire, fire system inspections, rules and regulations, storm shutter installations, and announced the budget/annual meeting date of December 16, 2023. The Board would carefully study the association's management infrastructure and support needs to determine what association management's model would best support our interests in the future before seeking a permanent manager.
- **Treasurer** – Mr. Jones commented that the association is approximately \$16,000 unfavorable to budget to due expenses related to deferred maintenance. He stated that the assets totaled approximately \$1.9 million at October month-end.

Manager's Report

- Ms. Crockett shared a detailed list in advance of the meeting regarding various maintenance items found to require attention since being contracted for managerial services on October 23, 2023. Those discussed were as follows: fire controller transfer switch failure, fire panel monitoring change to United Fire, health department semi-annual inspection of the spa, identification and labeling of domestic water stack shut off valves by Clearwater Plumbing, call box and card reader issues, and failure to maintain in-house system checklists for building systems. Additionally, she mentioned Tina Gecaj had been hired as cleaning maintenance staff for

the building. Ms. Crockett commented that she would like volunteers to assist with holiday decorations.

Committee Reports –

Construction Committee (Building Structures and Systems) –

- **Glass Block Towers** - Steve Copley explained that a Statement of Work had been produced and provided to contractors. Contractors have visited the property for inspections. Bids have been received from Skylight Specialists, Inc (SSI) and Apollo Construction and Engineering to remove the glass block, recondition the steel, and replace the block with translucent panels on steel structure. An additional bid has been received for tower removal and is under review from Complete Property Services. The committee is awaiting a bid from Structural for removal. Additionally, the committee received a bid from Apollo Construction for removal of the towers.
- **Balcony Inspection/Unit 902** – Mr. Fleites commented that the owner of unit 902 would like the Board to consider a Gemstone coating as a replacement to their balcony tile after the association resolves rebar issues on the balcony. Mr. Foulds presented a color sample and requested approval of the Gemstone coating in the color combination of gray basecoat, white topcoat, and gray highlight. Mr. Fleites made the motion to accept the Gemstone product and color combination presented. Mr. Smith seconded the motion. The motion passed 4-0. Mr. Fielder was unable to participate in the vote due to audio issues. No specifications for the size of the squares of the Gemstone product were provided. The next step in the process is to obtain approval from the Ultimar HOA Board of Directors for use of the Gemstone material.

Building Security – Mr. Smith commented that Mr. Copley, Mr. Schryver, and Ms. Crisp will hold an exploratory meeting to discuss building security concerns on November 30, 2023.

Old Business

- **2023 Fire Safety Inspection Results**- Mr. Fleites explained that ninety-two of the one hundred condominium units were entered for inspection of fire sprinkler heads. Eighty-one sprinkler heads were found to be deficient due to paint or corrosion. Hose valves in the common area could not be inspected due to difficulty opening and closing the valves. Garage fire pipes require attention due to corrosion. Private garage access for sprinkler head inspection was limited due to lack of access. The transfer of power from generator to house power did not function automatically and required manual reset by a specialist. A control valve on floor three south requires attention. There was no access to two electric meter rooms due to lack of door knobs/levers and one janitorial closet. The association is awaiting proposals for fire system repairs.
- **Termination of Former Manager and Ratification of Interim Manager Agreement** – Mr. Fleites stated Kristin Crockett, Beach to Bay Property Management, was contracted to perform managerial duties on October 23, 2023. Mr. Fleites made the motion to ratify the managerial service agreement between the association and Beach to Bay Property Management. Mr. Smith seconded the motion. The motion passed 4-0. Mr. Fiedler was unable to participate in the vote due to audio issues. The agreement is attached.

New Business

- **Upcoming Annual and Budget Meetings** - Mr. Fleites mentioned that the Annual Meeting and Budget Meeting would be held on December 16, 2023. Additionally, he shared that there will not be an election, as letters of intent to run for the Board were only received from two current Board members, Mr. Smith and Ms. Cabuz, for the two positions up for election.
- **Upcoming Demands on Reserve Funds** – Mr. Fleites discussed projects anticipated over the next three years and their estimated costs, which exceed reserve funding. The projects may include the following: elevator modernization, glass block tower removal/rebuild, fire safety improvements, generator replacement, transfer switch replacement, and painting the exterior of the building.

Adjournment

- The meeting was adjourned at 12:10pm.

Jacky Schryver, Secretary

Date