

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
SPECIAL BOARD OF DIRECTORS MEETING
JUNE 3, 2020

Meeting called to order by Daniel Blattner, President at 6:35p.m. Other Board members present were, Ziggy Zablonkis, Vice President; Gloria Huffman, Treasurer; and Marlene Korycki, Secretary.

PURPOSE OF SPECIAL MEETING: The purpose of this Special Meeting was to answer/address unanswered questions asked by members through May 23, 2020 and anything pertaining to the May 23, 2020 letter itself from the Board to all members and to ratify business that had taken place during the COVID-19 quarantine.

The board's goal in having this Special Meeting was to demonstrate its desired transparency and to provide a platform to answer/address the several questions raised in the last several weeks because e-mail communication became a broken vessel of unproductivity.

RATIFY VOTES:

To ratify the vote taken on May 6 to appoint Gloria Huffman as PIHA Treasurer. Motion made by Marlene, seconded by Ziggy, and unanimously approved.

To ratify the April 27 contract with Triton Construction, LLC regarding docks 3 & 4. The contract was essential because DockMasters, the original contractor, stated verbally and through its repeated failures to act, that they were unable and unwilling to perform their July 2019 Accepted Proposal with PIHA. Motion made by Ziggy, seconded by Gloria, and unanimously approved.

To ratify the April 23 Agreement with Anne Hathorn Legal Services, HOA Exclusive Attorney, on a as needed basis. Motion made by Marlene, seconded by Ziggy, and unanimously approved.

To ratify the new procedure for Members requesting official records. Requests for information must be mailed to the PIHA Board C/O Integrity. No further requests will be filled by Integrity from walk-in's, telephone calls to Integrity's office, or with any direct contact with any Board Member (see written May 23, 2020 letter from Board). Motion made by Gloria, seconded by Ziggy, and unanimously approved.

MEMBERS PARTICIPATION:

The members were given the opportunity to speak for three (3) minutes each for questions or comments, as they relate to the purposes of the Special Meeting at this time in order, as based on the sign-in sheet.

BOARD'S PRESENTATIONS ON TOPICS OF INTEREST TO MEMBERS:

The 2018 Drainage/Road Wash Out problem was explained by Gloria, with demonstrative aids of pictures, several PIHA and SAPIHA Board Minutes, and paid Invoices from PIHA and SAPIHA. This explained the agreement between PIHA and SAPIHA, how it was created and fulfilled, including that there was no "loan" to SAPIHA.

The "Tree" issue was explained by Ziggy, with demonstrative aids of aerial photos of the area and photos of the tree on fire and of the adjacent property that caught fire, included a brief background of the circumstances and causation of the fire, which led to the urgent necessity of the tree's removal.

After thorough research and precedent as to who should be responsible for payment of the tree's removal, the Treasurer showed members that the tree is located on PIHA land, in the "Entrance" area, which is the financial responsibility of all three (3) Associations equally. Per the relevant covenants, PIHA should be reimbursed in the 2021 monthly assessments.

"Letters and Front Entrance" was explained by Marlene. All pertinent information on how the current letters were chosen, ordered, and eventually installed were discussed in detail. After the Halloween vandalism that occurred on the "west entrance" causing the damage, the PIHA board commenced discussion in November 2019 and wrapped up discussion in February 2020. Marlene discussed that the board's plain language and intent was to "permanently replace" the wooden letters and to do so "ASAP." Marlene and Daniel further discussed that former board member, Karen E., continued the responsibility in the handling of the ordering of letters, because the current board wasn't doing so and no one asked her not to. Consistent with the aforementioned minutes, Karen E. ordered the letters on April 02.

"Insurance" was explained by Gloria, where she produced information as to why an association is allowed only one quote per year on Commercial Property Insurance on Multiple Family Housing. Information was also available by showing that insurance premiums have always been paid in full in May, and that we have been with Statewide Ins. Agency since at least 2014.

"Contingency Fund" was explained by Gloria. Several members had expressed concerns as to "where the money in the contingency fund has gone." Gloria showed in her presentation that the 2020 Board has spent "\$0" funds this year. She also showed where last year's Board (2019) spent most of the contingency on: front "entrance" fence repairs and Income tax payment on Interest on the CDs, leaving only \$ 1,515.00 in the account.

"Docks" was explained by Daniel. As explained in the ratification process above, PIHA contracted with Triton, to replace DockMasters, because of DockMasters' refusal to perform under the July 2019 Accepted Proposal, to include letting the six-month September 2019 permit expire. Triton's contract is valued at approx. \$4,900 > than that of DockMasters. Daniel further explained that the option was to either literally do nothing or to sign with Triton.

In addition, Daniel advised that he twice requested DockMasters for reimbursement for the \$800 for permitting fees and advised that DockMasters refuses to reimburse PIHA the \$800 for the permitting fees.

“Tennis Courts” was explained by Ziggy. The Board will seek members’ input on the solution to the Tennis court “problem.” This topic will be scheduled for discussion at the next regular Board meeting, to be scheduled.

“Siding and Roofs” was briefly explained by Ziggy. The siding replacement schedule is attached to the annual budget. The roofing schedule has been in place for several years, which the Board tries to follow if possible, except for emergencies.

ADJOURN:

Meeting was adjourned at approximately 8:20p.m.

Respectfully submitted by:

Marline Korycki, Secretary

OFFICIAL MINUTES
Pritchard Island Homeowners Association
Special BOARD of DIRECTORS MEETING
JUNE 18, 2020 (via phone conference)

Call to Order: 9:40am By: President Daniel Blattner

Roll Call:	President	Daniel Blattner	<u> x </u>
	Vice-President		<u> </u>
	Treasurer	Gloria Huffman	<u> x </u>
	Secretary	Marlene Korycki	<u> x </u>
	Director		<u> </u>

The purpose of this meeting is for the Board of Directors to nominate a Secretary/Treasurer and to designate a Vice President.

Marlene made a motion to nominate Virgil Stacy III to the office of Treasurer and Secretary; the motion was seconded by Gloria and approved unanimously.

Marlene made a motion to nominate Gloria to Director; the motion was seconded by Daniel and approved unanimously.

Gloria made a motion to nominate Marlene to Vice-President; the motion was seconded by Daniel and approved unanimously.

Having no further business, Daniel made motion to adjourn; seconded by Marlene, Carried: Yes x No

Adjourn – 9:45 am

Respectfully submitted,

Virgil Stacy III, Secretary
Pritchard Island Board of Directors

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
SPECIAL BOARD OF DIRECTORS MEETING
June 3, 2020 - Amended August 5, 2020

Meeting called to order by Daniel Blattner, President at 6:05p.m. Other Board members present were, Ziggy Zablonkis, Vice President; Gloria Huffman, Treasurer; and Marlene Korycki, Secretary.

PURPOSE OF SPECIAL MEETING: The purpose of this Special Meeting was to answer/address unanswered questions asked by members through May 23, 2020 and anything pertaining to the May 23, 2020 letter itself from the Board to all members and to ratify business that had taken place during the COVID-19 quarantine.

The board's goal in having this Special Meeting was to demonstrate its desired transparency and to provide a platform to answer/address the several questions raised in the last several weeks because e-mail communication became a broken vessel of unproductivity.

RATIFY VOTES:

To ratify the vote taken on May 6 to appoint Gloria Huffman as PIHA Treasurer. Motion made by Marlene, seconded by Ziggy, and unanimously approved.

To ratify the April 27 contract with Triton Construction, LLC regarding docks 3 & 4. The contract was essential because DockMasters, the original contractor, stated verbally and through its repeated failures to act, that they were unable and unwilling to perform their July 2019 Accepted Proposal with PIHA. Motion made by Ziggy, seconded by Gloria, and unanimously approved.

To ratify the April 23 Agreement with Anne Hathorn Legal Services, HOA Exclusive Attorney, on a as needed basis. Motion made by Marlene, seconded by Ziggy, and unanimously approved.

To ratify the new procedure for Members requesting official records. Requests for information must be mailed to the PIHA Board C/O Integrity. No further requests will be filled by Integrity from walk-in's, telephone calls to Integrity's office, or with any direct contact with any Board Member (see written May 23, 2020 letter from Board). Motion made by Gloria, seconded by Ziggy, and unanimously approved.

MEMBERS PARTICIPATION:

The members were given the opportunity to speak for three (3) minutes each for questions or comments, as they relate to the purposes of the Special Meeting at this time in order, as based on the sign-in sheet.

BOARD'S PRESENTATIONS ON TOPICS OF INTEREST TO MEMBERS:

The 2018 Drainage/Road Wash Out problem was explained by Gloria, with demonstrative aids of pictures, several PIHA and SAPIHA Board Minutes, and paid Invoices from PIHA and SAPIHA. This explained the agreement between PIHA and SAPIHA, how it was created and fulfilled, including that there was no "loan" to SAPIHA.

The "Tree" issue was explained by Ziggy, with demonstrative aids of aerial photos of the area and photos of the tree on fire and of the adjacent property that caught fire, included a brief background of the circumstances and causation of the fire, which led to the urgent necessity of the tree's removal.

After thorough research and precedent as to who should be responsible for payment of the tree's removal, the Treasurer showed members that the tree is located on PIHA land, in the "Entrance" area, which is the financial responsibility of all three (3) Associations equally. Per the relevant covenants, PIHA should be reimbursed in the 2021 monthly assessments.

"Letters and Front Entrance" was explained by Marlene. All pertinent information on how the current letters were chosen, ordered, and eventually installed were discussed in detail. After the Halloween vandalism that occurred on the "west entrance" causing the damage, the PIHA board commenced discussion in November 2019 and wrapped up discussion in February 2020. Marlene discussed that the board's plain language and intent was to "permanently replace" the wooden letters and to do so "ASAP." Marlene and Daniel further discussed that former board member, Karen E., initially continued the responsibility in the handling of the ordering of letters, because the current board wasn't doing so and no one asked her not to. Consistent with the aforementioned minutes, ~~Karen E.~~ another member ordered the letters on April 02.

"Insurance" was explained by Gloria, where she produced information as to why an association is allowed only one quote per year on Commercial Property Insurance on Multiple Family Housing. Information was also available by showing that insurance premiums have always been paid in full in May, and that we have been with Statewide Ins. Agency since at least 2014.

"Contingency Fund" was explained by Gloria. Several members had expressed concerns as to "where the money in the contingency fund has gone." Gloria showed in her presentation that the 2020 Board has spent "\$0" funds this year. She also showed where last year's Board (2019) spent most of the contingency on: front "entrance" fence repairs and Income tax payment on Interest on the CDs, leaving only \$ 1,515.00 in the account.

"Docks" was explained by Daniel. As explained in the ratification process above, PIHA contracted with Triton, to replace DockMasters, because of DockMasters' refusal to perform under the July 2019 Accepted Proposal, to include letting the six-month September 2019 permit expire. Triton's contract is valued at approx. \$4,900 > than that of DockMasters. Daniel further explained that the option was to either literally do nothing or to sign with Triton.

In addition, Daniel advised that he twice requested DockMasters for reimbursement for the \$800 for permitting fees and advised that DockMasters refuses to reimburse PIHA the \$800 for the permitting fees.

“Tennis Courts” was explained by Ziggy. The Board will seek members’ input on the solution to the Tennis court “problem.” This topic will be scheduled for discussion at the next regular Board meeting, to be scheduled.

“Siding and Roofs” was briefly explained by Ziggy. The siding replacement schedule is attached to the annual budget. The roofing schedule has been in place for several years, which the Board tries to follow if possible, except for emergencies.

ADJOURN:

Meeting was adjourned at approximately 8:20p.m.

Respectfully submitted by:

Marline Korycki, Secretary

Pritchard Island Homeowner's Association Inc.

Board of Directors Meeting

August 5, 2020

Meeting called to order at 6:04p.m. by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	X
	Director		

Daniel Blattner stated that there are 2 items on the agenda: 1) the voting of BasicHOA for Self-Managed HOA platform and website for Pritchard Island (original unit owners only) and 2) to discuss whether the BoD should amend the minutes for the June 3, 2020 Special Meeting, per the request of member Karen Elzinga.

BasicHoa

Daniel asked the board if we should wait for some clarifying questions being answered from the July 9, 2020 proposal/contract or if the board was comfortable to move forward with the service.

Daniel stated he would prefer to wait to hear back on questions asked. Marlene concurred with waiting to hear back on the questions asked, but also stated concerns over the platform once Virgil Stacy is no longer on the BoD, should future BoD be able to understand it, use it, and manage it. Virgil informed the BoD that annual free training will be provided to the new board for a limited amount of time from BasicHOA and that also the website portion may become a State Law mandated item in the near future as it is already required of Condominium and Coop Associations. The largest part is the setup aspect which is anticipated to be completed before a new board takes over. In the event it is not, Virgil Stacy offered to volunteer his time to complete the project regardless if he is on the board or lives in the community to see it through to completion.

Virgil Stacy made a motion to postpone the vote until a reply to the questions asked on the financial questions is responded to. Marlene Seconded.

3 Yes Votes 0 No Votes - Motion Carried

Amended Minutes for June 3, 2020 Special Meeting

In regards to the Entrance Way Letters, Member Karen E. had requested the minutes for the June 3, 2020 Special Meeting be amended to correct them. After discussion on the facts surrounding the topic, the BoD agreed that the last sentence may be factually incorrect and in the abundance of caution, should be amended. Daniel Blattner made a motion to amend the last sentence only

Pritchard Island Homeowner's Association Inc.
Board of Directors Meeting

to amend to remove the name of Karen E. from the last sentence and replace it with "another member." Virgil Stacy seconded.

3 Yes Votes 0 No Votes – Motion Carried (Copy of the Amended Minutes Attached)

Motion to adjourn meeting was made by Marlene. Virgil seconded.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 6:16p.m.

Respectfully Submitted,

Virgil W. Stacy III, Pritchard Island HOA Secretary/Treasurer

Pritchard Island Homeowner's Association Inc.
Board of Directors Meeting
August 19th, 2020

Meeting called to order at 9:04 pm by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	
	Director		

BasicHoa

The board previously discussed the matter and previous questions to Denise at BasicHOA have been answered.

Virgil Stacy made a motion to bring BasicHOA service on board as the Property Management portion for Pritchard Island Homeowner's Association. Daniel seconded the motion.

3 Yes Votes - 0 No Votes - Motion Carried

Swimming Pool PH and Chlorine Automatic Regulator

Discussion on the swimming pool automated pool PH and Chlorine regulator that has been discussed at length. Virgil Stacy stated he was speaking with two subject matter experts in the coming days and suggested any vote on the purchase and implementation of said device should wait until those conversations have been had.

Marlene Korycki made a motion to not make a formal vote on the pool regulator. Seconded by Daniel.

3 Yes Votes - 0 No Votes - Motion Carried

Docks - Kayak Rack Addition

Discussion on the installation of kayak racks around the island in strategic locations was discussed. However, there is no line item in the 2020 budget to address this issue. Daniel Blattner stated that it would not be wise or in fiduciary duty for the board to add kayak racks to Pritchard Island for the current budgetary year.

Virgil Stacy made a motion to table the addition of kayak racks until the 2021 calendar year and they are properly addressed in the budget. Marlene Korycki seconded.

3 Yes Votes - 0 No Votes - Motion Carried

Docks – Dock 1

Triton Construction, in a previous walk around/inspection, stated the Deck Boards on the floating portion of Dock 1 has about only 1 year of life left as it is deteriorating and starting to curl. Virgil Stacy stated the Dock Schedule has it listed as being scheduled for replacement in 2025. Deck boards being replaced on the floating portion of Dock 1 would cost an estimated \$4,536.00. Daniel Blattner asked if funding is available for the project now or next year. Virgil Stacy stated there was \$66,000 in the fund, but recommended that we take that extra year of life and wait to replace it until next year (4 years

early) to lessen the financial burden as the dock fund is already sitting at a shortage of about \$30,000 for optimal funding. Daniel stated that while the dock is scheduled 5 years from now, it does not change our responsibility to address it earlier if need be or at the least ensure that it should change in the schedule for it to be done in 2021.

Daniel made a motion to change the dock replacement schedule to show dock 1 for work in the 2021 budget year (instead of 2025), so it can be taken care as recommended. Virgil Stacy seconded the motion.

3 Yes Votes - 0 No Votes - Motion Carried

HOA Attorney Discussion

Daniel Blattner wanted to discuss the position the board is in currently in regards to the HOA Attorney and present funding. Knowing we are approaching or have exceeded the budgetary fund for Legal Expenses and there still being issues regarding the dog at Unit 896 that require continued legal direction or any other issues that may arise. The question was brought up about continuing to use her service if the board feels there is a legitimate reason to consult with her in beyond budget limitations. Virgil Stacy stated that going over a budgeted amount does not need a motion however, strongly cautioned that the HOA is in an upcoming money crunch currently and that should be considered before spending any funds as the only place legal funds can come from is the normal checking account which has limited funds in itself and is used for other purposes. Marlene Korycki agreed.

Daniel Blattner stated the concern is over members thinking the funds were being spent without consideration of the budget or board oversight, which is not the case and wanted to make clear that there still may be bona fide reasons for continuation of spending with her down the road. Virgil Stacy stated that so long as there is a bona fide need and the board agrees at that time, then it would be fine. Marlene Korycki stated it should be in the minutes and she appreciates the fact this was brought up to be discussed and acknowledged.

Tennis Courts Discussion

Spending on the tennis courts will not happen until funds are generated to do an adequate replacement. Any repair made at this juncture is throwing money into the wind as no repair will hold or will be guaranteed to last an amount of time that would justify any such repair expense.

Entrance Way Painting of Brick

Awaiting a bid to repaint/repair the brick.

Asphalt

Virgil Stacy stated that sealing is scheduled to be done next year and we should have the funds available to do it based on the previous Budget Justification numbers of costs expected.

Lanai Gutter/Roofs

Virgil Stacy stated these need to start being addressed because the problems are only getting worse and that the delaying and pushing it off to the next board needs to end. Minor fixes are not working and the current methods is wasting funds in the long term. A quote was received for a specialty aluminum company to fix the issues once and for all. The quote involves all facets of the lanai issues including the roof, leaks, gutter slopes, debris build up, and drainage at a cost of \$1,595 per unit (roughly as there are differences between buildings). Virgil Stacy suggested to the board that one unit be done now (his unit) and not because of bias, but so that he can properly monitor it on a regular

basis before, during, and after storms to ensure the engineering is solid and will solve the issues for good prior to committing to a much larger expense of all the units. Daniel Blattner asked if we had funding to do one building. Virgil Stacy stated there is not, but suggested we start with one unit now. Daniel Blattner was worried about the appearance of impropriety of a board member's unit being the only one done and asked about the issues at unit 922, which display all of the problems other unmodified units have faced.

Daniel Blattner asked if there was money to do two or three units. Virgil Stacy advised that the 2019 board placed the lanai issues in with the regular roofs, which caused a seriously short fall in funding. Daniel Blattner suggested doing 920, 922, 924 for a better sampling of one side of a building (as each do have minor differences) would be best course of action. Discussion was made about leaving this as discussion, but for the purpose of getting things moving forward and budgetary planning, it should be done now.

Daniel Blattner made a motion to do the work on units 920, 922, and 924 to get the best sampling possible prior to the larger expense of all units. Marlene Korycki seconded the motion. Virgil Stacy abstained from the vote.

2 Yes Votes - 0 No Votes - 1 Abstention Vote - Motion Carried

Motion to adjourn meeting was made by Daniel Blattner, seconded by Marlene Korycki.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 9:41 pm

Respectfully Submitted,

Virgil W Stacy III, Pritchard Island HOA Secretary/Treasurer

Pritchard Island Homeowner's Association Inc.

Board of Directors Meeting

September 17th, 2020

Meeting called to order at 6:25 pm by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	
	Director	N/A	

Annual Election

Discussion regarding booking a conference room at the Holiday Inn Express for the Nov 17 annual election/meeting, which was previously discussed. \$50.00 per hour would be the rate and it can accommodate only 10-12 people, applying Covid guidelines; 20-25 under normal circumstances. Daniel expressed that this would obviously not be enough to hold the number of BoD/members this year will likely yield. Virgil concurred in that for the previous election meeting, there was standing room outside the meeting house. The BoD decided to not vote on Holiday Inn and that the tennis court was still being considered as a "cheap" option, despite Daniel's desire to give the meeting a professional standard and venue, stating that this association and its members deserve. Marlene agreed to both viewpoints. Daniel to keep looking for potential venues.

Zoom for future Meetings

Daniel did a screen share showing a promotional for Zoom, reducing the cost by ~\$50 per year to \$150 per year, before taxes. Upgrading to Pro version the 40-minute time restriction. It also meets compliance of providing a dial in number for those that do not have internet or smart phone access. This service is needed as a method for normalized board meetings as it is unknown at this time how long Covid restrictions will remain in place. It should also be mentioned that we have outgrown the meeting house and may get more member participation in this venue, to include the several members that do not live locally

Daniel made a motion to purchase an annual subscription for Zoom Pro for \$149.90+tax. Virgil seconded the motion.

3 Yes Votes - 0 No Votes - Motion Carried

Outside HOA CPA Usage for review of the 2020 Budget

Daniel stated that it is in the best interests of the BoD, and the Association in general, to seek an outside HOA CPA firm to review the 2021 Draft version of the budget before it is presented to the membership. This is an oversight initiative. The reason is because the BoD is only three people/volunteers and Daniel wants to ensure that the draft is compliant with the several Fla statues and administrative codes, and to justify the 2021 assessments. Marlene concurred in that doing so may be a good thing to lend additional creditability and justification to final budget to ensure there is nothing that is questionable since the changes are substantial. Virgil did not see the need for it this year as coming onto the board so late and having so much dropped into his lap the budget conversion is incomplete until next year. Virgil stated that, while the formulas are sound from a mathematical standpoint that comply with State Law, everything not being converted over will present an issue. Virgil

stated he understood the reasoning behind wanting this, but cautioned depending on what is being done, this is only a partial overhaul and any money spent to review it would be a waste because it is not a 100% completed version because of the time constraints.

Talk furthered with Virgil not disagreeing about the thought of it happening this year with the budget conversion being a two-year process especially if it will cost the HOA money. Virgil agreed to finding out the cost, but he would not be on board with spending any large amount of money for a full review versus just a mathematical review to ensure the numbers are accurate and correct with State Law. Daniel stated that no vote is needed as he is still awaiting responses from the referrals he received from Association counsel, Anne Hathorn. The board will be advised when a cost is known. Daniel stated he just wanted to have an additional layer of protection for the Treasurer and the Association, knowing the significant increase in the dues.

Entrance Ways

Virgil met with a vendor that deals specifically with Stone, Stucco, and Plaster painting to discuss the entrance way touch up painting around the letters. It was discovered through the meeting that the Entrance Ways are not brick, but rather stucco with brick tiles/veneers adhered to the stucco for a brick-like appearance. In several places, these tiles of brick are starting to fall off most likely because of poor routine maintenance and previous painting/touchups were not done properly, causing additional damage (as seen by the faded colored tiles where paint had been applied before). The vendor will not take the touch up job as there is no touch up work that can be done that would be good enough that he is willing to stamp his business name to it. A quote was provided for repairing, resealing, crack filling, and repainting the walls, caps, and posts in the amount of \$4,100.00, but advised that a full painting is required, meaning it will no longer appear as brick, but as a solid wall, from a distance. This is because if he left the imitation mortar lines between the tiles alone the tiles would still continue to pop off.

It was continued by visually showing how brittle the wall is becoming and how much water is being absorbed by the tiles. In parts, it is starting to crumble apart because of the sheer amount of water being retained. Deterioration damage will continue and start to get worse if not attended to soon. Since this is a shared item Virgil provided SAPIHA and Gospel Island Presidents with a copy of the bid along with a detailed explanation and walk around. A vote should be considered in the near future on how to proceed with the wall. The Vendor in question currently has a 2-month backlog of work so scheduling now would be advised. The vendor did state that the letters and logos would need to be removed during the work to provide proper sealing of the entire area. Virgil will reach out to Mac1Signs to inquire about removal process to ensure the warranty is not voided by an improper removal procedure being used.

Daniel inquired if there was a reason to not make a motion on this item currently. Virgil stated that a vote should wait to get more input from the other boards to start to involve them all on the shared items. Daniel stated that it is this board's responsibility to maintain these items, for the island and while he agrees with the sentiment of all three associations being involved, he has a duty to PIHA and as such can't wait for the other associations to "agree" with this essential work that PIHA has to do for its home values. Daniel reiterated that this has been an item of contention since last October and that PIHA can't be held hostage any longer. Marlene questioned the pressure cleaning and whose responsibility it was. Daniel made a motion that by the next board meeting (next week), if there was no substantial complaint of doing the work, that the board by default make the move to get this work

done. After further discussion about the topic at hand, Daniel withdrew his motion. Virgil will reach out to the vendor to inquire about the pressure washing and call Mac1Signs about removal and replacement of letters (so that the Entrance Ways themselves can get done). More to follow as it becomes available.

Gospel Island Walkaround

The argument of the 12.5% “Gentleman’s Agreement” has resurfaced and the fact that there is nothing in writing. In an attempt to put something in writing and ending arguments about the topic as a whole, Virgil is doing a walk around the island with SAPIHA and Gospel Island presidents to discuss and start to map out the shared areas in each associations mind set then work towards a common agreement and new determination of the % shared when needed for budgetary purposes and get the agreement in writing. Although the feud over this is nothing new, what is new is the reaching out to the three associations to develop a plan and agreement in writing, so all associations can move on to other things without frequent and repetitive tension and strife.

Virgil is walking around the Island with the Gospel Island President (Valarie) on the 18th and providing her maps where the Gospel Island board can fill out the areas they want to be deemed as shared. This will be done with SAPIHA as well, when Cindy is available. Original Unit Owners (PIHA will do the same at some point). From there, negotiations can commence on an agreement. Once an agreement on what is to be covered is made maps will once again be made using the Property Appraisers GIS system showing this area at which time the % can be determined by the acreage of shared areas and the shared portion that is of Original Unit Owner responsibility. The initial reach out for community involvement has happened. Will update further once information is available.

Termite Agreement

The money paid annually in the 2020 budget for “Termite” was \$800.00 and is questioned as to the need or if the work was even being done as there has never been any signs posted on the property. Virgil stated the contract was from 2014 for preventative work with a 9-year contract extension billed at \$800 per year for walk around inspections of Building B-H. Virgil went through the board minutes from 2013 and 2014 in an attempt to find a proper explanation on this item. There was no mention of the need, purpose, nor a vote on the expenditure that was on file seen anywhere. Sharon, the Gospel Island Treasurer (the first to question the item) was able to contact the vendor and secure a copy of the contract (which was not on file in the file cabinet) and advised we cancel it as it was not needed. Discussion continued further as to the real need of this service. Virgil is to call and inquire about cancelation.

Motion to adjourn meeting was made by Daniel Blattner, seconded by Marlene Korycki.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 7:26 pm

Respectfully Submitted,

Virgil W Stacy III, Pritchard Island HOA Secretary/Treasurer

Pritchard Island Homeowner's Association Inc.

Board of Directors Meeting

September 23rd, 2020

Meeting called to order at 6:15 pm by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	
	Director	N/A	

Inter-Association Discussion

Monday, October 5th, the three associations' presidents and treasurers are meeting to discuss the shared expenses and reserves. This is a discussion only and not a formal meeting. This will be solely for three associations' presidents and treasurers.

Insurance Policy

Gospel Island Treasurer, Sharon, e-mail Virgil regarding their Insurance Policy regarding the office building and who should be paying. Currently, both Gospel Island and PIHA have a policy for it. Virgil suggested that if Gospel Island wanted to keep the policy, that is fine since they own the building. However, if they do, they should also take on the responsibility of the additional maintenance aspects of that building in their budget and split accordingly, which includes Roof Replacement, Roof Repair, Painting, Landscaping, and Electric Bill. Virgil continued that Gospel Island has inquired about keeping all their portions of shared funds in their possession until the funds were needed. Virgil stated he told them that is not a wise decision because if all 3 associations did that, there are no controls to ensure those funding amounts are not changed by a new board which could potentially leave a shortage when work is needed. More to be discussed during the stated Inter-Association Discussion on this topic.

Virgil also stated that PIHA's insurance policy does not cover Dock Replacements or Entrance Way Sign replacements in the event of loss. Liability on the docks is an unknown. Virgil will review further the coverages. Daniel stated that there should at least be liability coverage on the docks because of their heavy usage. Virgil also stated that he will talk with the Insurance company about potential options to rework policies to lower the overall cost.

Termite Contract Follow-up

Virgil spoke with Bug Out about the Termite Policy (Account Number 943344). The 1-year paid for in April of 2020 is good through April 2021, so canceling now would terminate the policy for which we have already paid for 1 year's coverage on. Canceling the policy in March of 2021 is what would be needed to be done to maximize funds spent. Discussion continued on letting the 2021 board address it, with Virgil stating that if it is left to the 2021 board, then the item would need to be added back into the budget as it is still officially a known expense for the next business year. Discussion to continue.

Virgil made a motion to cancel the termite agreement with 180-day notice (meaning the 2021 board needs to follow up on this to ensure it is canceled prior in March as funding will not made for it). Marlene seconded the motion.

3 Yes Votes 0 No Votes – Motion Carried

Annual Meeting Place

As previously discussed, Holiday Inn Express would have been too small of a venue. Daniel checked with Quality Inn in Hernando, who does have a larger conference room available, was more professional, and so forth; however, the cost is \$500, which this BoD immediately agreed is not even open to consider as an option. Marlene mentioned the possibility of the Library, which is not open in the evening. Daniel mentioned the Train Depot. Marlene stated there is a PIHA member who works for the City and she will reach out to her to ask about the Depot. More to follow as it becomes available on venue location.

Questions arose about the Annual Budget meeting date and if it will be on the same date as the annual meeting or a different date. After lengthy discussion, it was decided it is a wait and see scenario, largely pending on the October 5 Inter-Association Discussion and the number of certified nominations. Along the same general topic, the BoD decided the cutoff date for Integrity to stop accepting certified nominations will be October 8th at Noon.

Entrance Way Follow-Up

As previously stated, Sealing and Painting is \$4,100.00. The pressure washing prior to work is now known to be provided by the Painting Contractor at no extra cost. He needs to ensure it is clean enough to his standards to perform the work needed properly.

Mac1Signs stated that the company itself will not take the job; however, their employee who deals with those letters specifically will do it at a cost of \$250 for removal and \$250 for reapplication, which would be required to preserve the lifetime warranty on the letters and because such removal and replacement requires special tools and equipment. The HOA would be responsible for storage of the letters and logos. In addition, very specific instructions given that the holes for the letter cannot be sealed from the painting work.

Daniel stated he sees the situation as going one of two ways. We either vote now to ensure we can get into the schedule, so the work can be done sometime before the end of this year or Q1 of 2021, or we can wait further for the other associations to chime in, thus further delaying the work and potential for cost increases because of deterioration and/or potential material costs. Discussion continued about the possibility of the other associations not wanting to pay to have the work done where Daniel stated regardless of that fact, the work has to be done to prevent further expense and the detrimental effect on property values of continued deterioration., aesthetics, etc. Virgil stated he spoke with a General Contractor out of curiosity if the deterioration got too bad, the cost of replacement of 1 wall section and it would cost in the range of \$30,000 to \$50,000 per wall section.

Virgil made a motion to accept the bid from Scott Wright for painting of the entrance ways, posts, and caps in the amount of \$4,100.00 as well as the quote from Mac1Signs to safely remove and replace the letters and logos on the walls for \$500.00. Marlene seconded motion.

3 Yes Votes 0 No Votes – Motion Carried

Addendum to Entrance Way

Marlene stated she would open her garage for storage of the letters and logos so the HOA did not have to purchase storage and we did not have to fill the meeting house with boxes for an undetermined time. Virgil and Daniel thanked her for offering that space to the Association. Virgil also added colors for painting will a topic for further discussion down the road in the near future.

Siding for Building B

4 Vendors were contacted for quotes on replacing the siding and other siding-related items. Other siding-related items include House Wrap, Window Tape, Trim Pieces, Soffit, Facia, Cantilever Panels, and gutters. One special modification was made to the facia on the sides of the building where there is no roof overhang present which was a larger piece of custom Z flashing that would cover the siding J-Channel at the top and prevent rain water from getting behind the siding causing rotted wood on the walls and extra damage to the roofs. Siding and Roofs work hand in hand and both need to be done a certain way for a proper protective barrier from water as a whole. Sant Group bid came in at just over \$86,180 for removal of siding, house wrap, window tape, trim pieces, double lap siding with 0.046" thickness, Soffit, Facia, Custom Z Flashing for water drainage, new gutters with Rotted Wood Replacement costing an extra fee (cost per sheet was not defined in the quote). 1-year labor warranty and 25-year siding warranty.

MackCor came in via 3 parts: 1) \$42,800 for the removal of siding, house wrap, window tape, trim pieces and double lap siding with 0.050" thickness, 2) \$7,920 for Soffit, Facia, Custom Z Flashing for water drainage, and Cantilever Panels for entryway porches, and 3) \$2174 for removal and replacement of gutters. MackCor quote also states plywood replacement would be an additional \$100 per sheet which is an unknown factor in terms of quantity until existing siding is removed. It is expected to be substantial as no house wrap was used previously to protect the wood. An additional offer to individual homeowners was made for those that have siding inside their Lanai to replace it at a cost of \$600 per unit upon homeowner's request. Labor provides a 1-year warranty and the siding is 25 years.

Of the other 2 vendors, one did not want to work with Pritchard Island and the other stated the work involved is not worth their time (especially knowing of the rotted wood). Currently, the building boom in The Villages is easier work for the same payouts.

Daniel and Marlene questioned the large difference in price. Virgil explained that MackCor specializes in Vinyl Siding; whereas, Sant Group is more of a metal fabrication company and this would be something extra that they do or sub-contract out. Daniel inquired as to turn around time, which Virgil stated at the time the quote was received, it was 4 to 6 weeks, but could be longer. He would advise the board if a proposal is accepted, that he will update them with new information.

Virgil knew the quote for gutters was high being it did not include any leaf guards. He reached out to Paramount Gutters and got an estimate of \$1500 for gutter replacement only using seamless gutters. The gutter replacement would include 2 additional downspouts in the front of the building to handle the extra water flow as well as 4 water blocks to prevent water running over the gutters from the dead valleys. Leaf Guards are an additional \$1094.80. Virgil stated that Paramount Gutters system is far superior to that of what MackCor has offered and the gutters include a 20-year warranty with a 7-year warranty on the caulk used at the corners.

Virgil made a motion to accept Part 1 and Part 2 from MackCor for the Vinyl Siding and NOT to accept part 3 and instead have Paramount Gutters do the gutter installation work, including the leaf guards. Daniel Seconded the motion.

3 Yes Votes 0 No Votes – Motion Carried

Leak at 834

Daniel inquired on the status. Frankart has the roof tarped near the dead valley and work was about 2-3 weeks out at the time the tarp was put in place. Virgil stated this may also resolve the issue with the bubbling paint on the wall near the entrance way for 836 and now appearing on the exterior wall at 834. Repainting of the walls should be looked at in a few months once they have thoroughly dried out.

Swimming Pool

Virgil stated swimming pool contractors statewide are backed up a considerable amount because of the housing boom. Some as long as 1.5 years. There have been dozens of companies contacted. Some do not do work in Citrus County, some can't take the extra work load, and others never called back. As it sits currently, there is only 1 vendor who has taken the time to meet and discuss it and that is Tim's Tile & Marcite. In 2018, they issued a quote for Pritchard Island and stated that if we still wanted to use them, the estimate would be 12 to 13% higher because of materials. Marlene stated that maybe we should wait since we have a fiberglass pool and not marcite and it could be cheaper. Virgil stated that only 2 fiberglass pool people have gotten back with him. One never got back after initial contact and the other does not do work in Citrus County. The cost for fiberglass gel coating work is unknown if it would be cheaper or more costly.

Marlene suggested that we be patient and just wait. Virgil stated the problem we face currently with that is knowing the only vendor that has given us an updated quote is nearly a year backlogged. We risk issues with the Health Department if the pool further deteriorates knowing the backlog that exists.

Marlene is going to contact her son who had work done recently by another vendor and see if they will contact us about the work. Virgil agreed it is worth waiting a week to see if that happens. Virgil continued by stating the repair work on the drain ledge still needs to be done and no pool vendor is interested in a small repair job currently because of their work loads. Virgil will be talking with Scott Wright who is doing the front walls in hopes that he can patch the drain ledge to at least get us past the Health Department inspection in early 2021 to prevent us from being shut down.

Virgil stated the board very well may have to sign a contract and be added to a waiting list for work to be done at the end of 2021 as that may be our only option. Knowing that the ledge is starting to chip it is known that once fiberglass pool coatings start to chip more is usually chipping in unseen areas. In order to prevent our pool from being closed down due to this it may be in the best interest to move forward with what option we have in front of us currently to at least be able to provide to the Health Department that we are in queue for a full replacement if the question arises. Virgil suggested next week that if we do not hear back from this vendor, we get an updated bid from Tim's and consider accepting the bid to get on the waiting list.

Virgil also stated that the 2021 budget fully accounted for having the pool replacement fully funded by the end of the year including the addition of the PH and Chlorine regulator that is critical to the life of the Marcite or any pool surface. We will wait on the pool until next week to make a decision.

Daniel made a motion to adjourn and was seconded by Marlene.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 8:35 pm

Respectfully Submitted, Virgil W Stacy III, Pritchard Island HOA Secretary/Treasurer

Pritchard Island Homeowner's Association Inc.

Board of Directors Meeting

October 6th, 2020

Meeting called to order at 7:08 pm by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	
	Director	N/A	

August Treasurers Report

Total Income for August was \$14,793.33 from Assessments. \$6,866.58 was the reserve fund expenses for August along with \$8,092.15 in Common Expenses. August saw a net loss of \$165.40, bringing the year to date to a loss of \$12,519.25. Only 1 resident is currently more than 30 days behind.

Daniel made a motion to accept the August 2020 Treasurers Report. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried

Annual Election

As of today, there are <6 certified nominees for the 2021 BoD, which means that there will likely not be a need for a venue Nov 17, unless the BoD elects to use Nov 17 for the Budget meeting and would like to have an off-site venue for such meeting. The BoD will discuss next week, after the official Oct 8 cut-off date.

ARC Request

Unit Owner for 830 contacted the board and requested to amend their July Architectural Request Change for their sliding patio door to change the exterior color to white due to delays in manufacturing and needing the new door in place to continue proper renovations. This was only for the Sliding Patio Door and not the Windows (which will remain bronze in exterior color).

Daniel made a motion to approve the change for the sliding patio door. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried

Leak at 834 Update

Virgil advised the board the Roof at 834 has been completed and contacted the resident to watch the area in question to ensure this resolved the issue.

Swimming Pool Update

Virgil stated no new information from vendors has come in. Virgil is going to contact Tim's Tile & Marcite to get an updated official quote prior to the next meeting so the HOA can get on their waiting list for late 2021 for the pool resurfacing. He will also inquire about paint/vendor to deal with the drain ledge.

Daniel made a motion to adjourn. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 7:25 pm

Respectfully Submitted,

Virgil W Stacy III, Pritchard Island HOA Secretary/Treasurer

Pritchard Island Homeowner's Association Inc.
Board of Directors Meeting
October 21st, 2020

Meeting called to order at 6:35 pm by Daniel Blattner

Roll Call:	President	Daniel Blattner	X
	Vice-President	Marlene Korycki	X
	Treasurer	Virgil Stacy	X
	Secretary	Virgil Stacy	
	Director	N/A	

September Treasurers Report

Total Income for September was \$14,781.35 from Assessments. \$6,866.58 was the reserve fund expenses for August along with \$7,397.20 in Common Expenses. August saw a net profit of \$517.57, bringing the year to date to a loss of \$12,001.68. No residents are currently late in assessments.

Daniel made a motion to accept the September 2020 Treasurers Report. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried

Maintenance Items:

Swimming Pool Drain Ledge

Virgil advised the board that Nancy Smith contacted him about a company that does pool work for the City of Inverness called AquaMarine. AquaMarine referred Virgil to Philip Klein for fiberglass repair work. Mr. Klein is retired now but has agreed to work on our pool as a personal favor of the owners of AquaMarine. The work has been hard to schedule due to the weather but as it sits currently Thursday October 22nd Mr. Klein is going to come to do work on the drain ledge to address Citrus County Health Department Report about the chipping. The cost will be between \$1,500.00 and \$2,500.00 depending on the extend of the damage seen once work commences. Mr. Klein has one condition and that is he is paid immediately upon completion of the work. Virgil will cut him a personal check so the work can get done.

Daniel made a motion for Phil Klein to do the work as described. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried

Chlorine Feeder Replacement

Chlorine Feeder stopped working on the pool. Virgil reached out to Backyard Pools to get it replaced as soon as possible to prevent algae buildup from lack of chloring. The cost was \$693.00 including installation and was Installed on Wednesday October 21st. Originally the part was available for \$357.00 and would have been a simple install. However, pool equipment replacement requires a State Certified Contractor to do the work hence the higher cost. Daniel wanted to add for the minutes that this pump was failure was marked in the last Health Department Pool Inspection which is why it was fast tracked to get completed.

Daniel made a motion retro dated to the work being done to accept. Virgil seconded.

3 Yes Votes 0 No Votes – Motion Carried

Building B Siding Update

Start date is still floating due to their other work. It is expected to be in the next few weeks as a best guess. The board will be updated once an approximate date is available. One Homeowner in building B showed interest in having the siding inside their lanai replaced. Their name and phone number will be passed to MackCor.

SantGroup

Lanai Roof work on 920,922, 924 was completed. Upon final inspection by Virgil there was a couple changes that needed to be done to meet initial expectations of the work which SantGroup has scheduled to correct.

Daniel made a motion to adjourn. Marlene seconded.

3 Yes Votes 0 No Votes – Motion Carried and Meeting Adjourned at 6:46 pm

Respectfully Submitted,

Virgil W Stacy III, Pritchard Island HOA Secretary/Treasurer

MINUTES
Pritchard Island Homeowner's Association, Inc.
Board of Directors Special Meeting
November 16th, 2020, via Zoom

Meeting called to order at 6:35p.m. by Daniel Blattner, Esq., president.

Roll Call of Directors:

Daniel Blattner, Esq.; President	<u> X </u>
Marlene Korycki, Vice President	<u> X </u>
Virgil Stacy III; Secretary	<u> X </u>
Virgil Stacy III; Treasurer	<u> </u>

Purpose of Special Meeting:

To ratify board decisions since the last publicly held meeting, June 03, 2020.

Appointed Secretary/Treasurer:

June 18, 2020: Confirm and Ratify Virgil Stacy, III as Secretary/Treasurer for Pritchard Island Homeowners Association

Daniel Motioned to confirm and ratify Virgil's June 18 board-appointment; Marlene seconded; Virgil abstained to avoid any appearance of impropriety. Motion carried 2-0

Minutes of Meetings:

Ratify minutes from June 3, June 3 Amended, June 3 Second Amended, June 18, August 5, August 19, September 17, September 23, October 6, and October 21.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Treasurers Reports:

Ratify Treasurers Reports for June, July, August, and September 2020. Financials for October were not received until a few hours prior to the meeting, so the October Treasurer report was available at the time.

Daniel motioned to confirm and ratify; approved by unanimous vote.

ARC Requests:

- Unit 818 Windows and Sliding Glass Door; Install/Change out on July 6.
- Unit 830 Windows (two) and Sliding Glass Door; Install/Change out on July 6.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Termite Contract:

Terminate Termite Contract with A-1 Bugout in March of 2021 to prevent an annual \$800 expense that is not needed in April.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Entrance Ways:

- Scott Wright: September 23, \$4,100; Scheduled Approx. January 10, 2021
- Falon (from Mac1Signs): September 23, \$500; Scheduled 1st week of January

Daniel motioned to confirm and ratify; approved by unanimous vote.

Siding Replacement Building B:

MackCor to remove and replace siding on building B, starting 1st week of December; \$50,720.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Gutters Building B:

Paramount Gutters will replace the gutters and downspouts on Building B soon after Siding Replacement has been completed; \$2,495.00.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Pool Drain Ledge:

Philip Klein repaired the Pool Drain/Gutter Ledge to address previous Health Department Violation notices; \$1,500.00.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Dock #1:

Aug 19: The Board shortened the dock's life span to one year, meaning it should be inspected for replacement in 2021.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Tax and Accounting:

Integrity proposed an annual contract for \$400 per month, strictly for tax and related bookkeeping services and \$600 for tax preparation (starting for tax year 2021). In total, this would be a \$50 increase per month. This will be for the future board to vote on.

Daniel motioned to confirm and ratify; approved by unanimous vote.

Maintenance Items:

Although the following maintenance items do not require a formal confirmation and ratification, the BoD opted to undergo the process for the sake of transparency and openness:

1. 884/886: Dead Valley; \$1,200; July 30
2. 886: Full Roof Replacement; \$4,800; July 6
3. Building B (Units 818-832): all 4 dead valleys, and 5 skylights); \$31,790; week of July 20

4. 906/908: Dead Valley; \$1,200; July 30
5. 834: Partial Replacement 1st story \$1,360 September 15
6. 914: New Roof Replacement; Tabled for next year's BoD
7. 920, 922, 924: lanais; \$4,785; August 19
8. Soil Erosion – Neat N Tidy filled washout near Dock 3 entrance; \$350; Sept 2

Daniel motioned to confirm and ratify the foregoing; approved by unanimous vote.

Property Management:

1. Although the following does not require a formal confirmation and ratification, the BoD opted to undergo the process for the sake of transparency and openness:
2. BasicHOA; \$1,770 per year; August 19
3. ZoomPro; \$133 per year; September 17

Daniel motioned to confirm and ratify the foregoing;

Open Discussion for Members:

Multiple members expressed their general displeasure that approvals of items were done without public meetings of the members, despite the urgent need of several of the topics herein. Daniel explained that discussions were closed to the public solely due to the governor's administrative orders surrounding COVID and such discussions and meetings were limited solely to routine and new essential and items.

In addition, several members asked questions regarding the actual work that has been done and is scheduled to be done. Open discussion lasted for approximately an hour and 15 minutes.

Adjourn:

At 9:26p.m., Marlene motioned to adjourn; Virgil seconded; approved by unanimous vote to adjourn.

Respectfully,

Daniel Blattner, Esq.
Pritchard Island HOA, Secretary

MINUTES
Pritchard Island Homeowner’s Association, Inc.
Board of Directors Annual Meeting
November 17th, 2020, via Zoom

Meeting called to order at approximately 11:10 p.m. by Daniel Blattner, Esq.

Roll Call of Directors:

Daniel Blattner, Esq.,	Board Member	<u> X </u>
Virgil Stacy III,	Board Member	<u> X </u>
Tommy McCombs,	Board Member	<u> X </u>
Karen Elzinga,	Board Member	<u> X </u>

Purpose of Annual Meeting:

To discuss the 2021 Board of Directors, to include the possibility of appointing a fifth board member.

Discussion:

After reminding the board and the members of the purpose of the meeting, Daniel discussed the necessity of postponing the election of officers for a brief period of time, so the board could have the opportunity to properly interview/discuss with candidates for the fifth spot on board and then select the officers’ positions once the board was filled. Daniel further discussed that this is essential because, just like a business, an HOA board shouldn’t rush to fill a spot just to fill a spot. Analogous to a corporation – which we are – or even a small mom & pop, etc, “hiring,” per se should be a diligence and methodical search, not a rushed one just to get it done, unless someone has an agenda.... The few members in attendance at this late hour disagreed and were laser-focused on the principle of the governing docs requiring five people.

Only three members were mentioned/submitted their candidacy for the 5th seat on the board: Seth Howard, Jennifer DeWeese, and Jesse Cook. Each briefly spoke about their backgrounds, qualifications, and purpose for wanting to fill the fifth seat/just “help out.”

Seth Howard summarized that he is on the premises only part time and is pretty much only able and willing to help out when he can, despite his otherwise qualifications to serve.

Jennifer DeWeese said that she only wants to help out in a volunteer capacity and specifically stated that she’s unable/unwilling to serve on the board at this time.

Jesse Cook detailed his qualifications and length of time owning/living on the island, to include his financial background and that he wanted only to be a director with as fewest responsibilities

as possible, stating that this had to do with his job and that this was an ideal way of “easing into the board.”

Daniel reiterated that the board should take a few days to have individual discussions with the members and that in doing so would be in the best interest of the association, to include opening up such discussion to members who aren't present at such a time (it was about 11:30p.m. at this point). Again, a few members dissented and demanded that the board appoint a fifth member.

Virgil addressed the board and stated how he felt each of the nominees could be beneficial to the association and the board moving forward. Virgil's personal belief is the concern about the financial aspects of this association were of critical concern and having another member on the board that not only lives here full time, but has a deep financial background would be in the best interest of the board and the association. Virgil then made a motion to appoint Jesse Cook as the fifth member of the 2021 board. Tommy McCombs seconded the motion. Karen Elzinga said, “If Tommy and Virgil say yes, then I say yes.” Daniel voted no to the motion for reasons not directed toward Jesse or toward any of the other potential nominees, but felt it was his responsibility to take more time and do more interviews for the position.

Virgil motioned to appoint Jesse to the board. Tommy seconded the motion. With Daniel voting no, the motion was approved 4-1.

Immediate need for a next meeting:

Virgil stated that the board needs to set a meeting as soon as possible to address critical matters that the board needs to continue addressing. Virgil stated the several items that required continuing discussion, i.e., roof contracts need signing, the 2021 Alternate Budget needs immediate continued discussion, etc. In addition, Daniel stated the urgent need for the board to select its officers at the very next meeting and that this should be done very soon.

The board unanimously approved a meeting for Monday, November 23rd at 6:30p.m., via Zoom. Daniel to prepare agenda and send the Zoom invites.

Adjourn:

At November 18, 12:09a.m., Daniel motioned to adjourn; Virgil and Tommy seconded; approved by unanimous vote to adjourn.

Respectfully,

Daniel Blattner, Esq.
Pritchard Island HOA Secretary

MINUTES
Pritchard Island Homeowner’s Association, Inc.
Board of Directors Annual Budget Meeting
November 17th, 2020, via Zoom

Meeting called to order at approximately 6:35p.m. by Daniel Blattner, Esq., president.

Roll Call of Directors:

Daniel Blattner, Esq.; President	<u> X </u>
Marlene Korycki, Vice President	<u> X </u>
Virgil Stacy III; Treasurer	<u> X </u>
Virgil Stacy III; Secretary	<u> </u>

Purpose of Annual Budget Meeting:

To discuss and vote on the Proposed 2021 Annual Budget

Quorum of Members:

Quorum of Board Members and Members was verified by the president of the Board of Directors. Quorum of members was comprised sole of those present via Zoom and those members who timely submitted proxies according to protocol and procedure.

Preliminary Matters:

Daniel reminded all members that the meeting’s discussion was to discuss a **Proposed** Budget for 2021 and that he and Virgil drafted detailed expense and reserve justifications to support the Proposed Budget. In addition, Daniel shared that the Proposed Budget, and the expense and reserve justifications, were reviewed by a third party HOA-exclusive CPA firm in Tampa and that the Proposed Budget is sound and justified, per the justifications.

In addition, Daniel advised that Association Counsel, Anne Hathorn, Esq., was present to be available to all members, to answer any and all legal questions. This was board-approved decision and not based on any sole, unilateral decision. The basis of the decision was because legal questions have been arising – namely as it pertains to an annual budget – that the board has been unable to ascertain and, for several months, several members have been increasing their legal questions/assaults against the board agreed to offer the members the Association Counsel for up to a couple hours of time, to include listening to Virgil’s presentation first.

Overview of Proposed Budget:

Virgil provided an overview of the Proposed Budget, highlighting the critical areas of concern for 2021 and for future years. Explanations were given on why the drastic changes are proposed. Explanation also was given that the Treasurer has the responsibility to provide (as accurately as possible) to the board and members the current view of the Association’s expenses and reserves as they sit in

conjunction with the Association's future needs to meet its obligations. Virgil offered the members one on one time to discuss the budget, anything related, and to provide any documentation requested.

Open Discussion:

Strong objection by the members was noted for the invitation of Association Counsel being present. Overwhelming objection was given toward the proposed increase of annual dues to \$430 per month. The general consensus was that the increase was too much, too quick especially with the economic circumstances involving COVID-19 this year. As detailed below, the board unanimously agreed to not approve the Proposed Budget, but to revisit it with the 2021 board very soon.

There was discussion about generating alternative revenue to help lessen the burden. A few ways were discussed; however, there are no options that can be immediately implemented without both board and/or member approval, i.e. amending Association governing documents. Discussion with members continued for a few hours.

Proposed 2021 Budget Vote:

Daniel delivered a short speech, recognizing the necessity of the increase, to include the need to take care of the buildings, several maintenance issues, the pool without repetitive threats from the county to be issues a shut-down notice, and so forth, and in doing so without cutting corners. Despite the necessity of the Proposed Budget, fully supported by some 35-pages of detailed justifications, Daniel motioned to not approve the Proposed Budget because it would be unconscionable to do so, given the overwhelming feedback from members this evening and that the new 2021 board to immediately review an alternative Proposed Budget. Marlene seconded and the motion was carried 3-0.

The vote was unanimous in the favor of no.

Proposed Alternate Budget:

Virgil, a board member-elect for 2021, has begun preparing an Alternate Budget that would lessen the burden during 2021, yet still meet the legal requirement of presenting a budget that ensured the Association's 2021 expenses. As of this meeting, the Alternative Budget results in monthly dues of \$321 per month. Virgil stated that, although the Alternate Budget would put the HOA further behind in catching up on reserves, it would be just enough to meet known financial obligations throughout 2021, barring any unknown expenses from arising. Virgil advised that acceptance of the Alternate Budget would increase the risk of potential special assessment's if too many unexpected expenses were to arise in 2021.

Adjourn:

At 10:55p.m., Daniel motioned to adjourn; Marlene seconded; approved by unanimous vote to adjourn.

Respectfully, Daniel Blattner., Esq., Pritchard Island HOA Secretary

MINUTES
Pritchard Island Homeowner’s Association, Inc.
Special Board of Directors Meeting
November 23, 2020, via Zoom

Call to Order: 6:33p.m. By: Board Member, Daniel Blattner, Esq.

<u>Roll Call:</u>	Board Member	Daniel Blattner, Esq.	<u> X </u>
	Board Member	Virgil Stacy, III	<u> X </u>
	Board Member	Tommy McCombs	<u> X </u>
	Board Member	Karen Elzinga	<u> X </u>
	Board Member	Jesse Cook	<u> X </u>

Purpose of Special Meeting:

The purposes of this meeting are for the Board of Directors to discuss Jesse Cook’s November 17 appointment, to discuss the officers for the 2021 Board of Directors (“BoD”), to Approve the October Treasurer Report, to postpone the approval of the three November meetings, and to discuss Old and New Business, as discussed below. The reason why this is a “Special Meeting” is because it was held at a date and place that is inconsistent with the usual and customary date and place of Regular Board Meetings.

Jesse Cook’s Appointment:

Prior to this evening’s meeting, there was significant discussion among members and board members whether a quorum of members was met when the board voted to appoint Jesse to the BoD. If a quorum was required, 25 members was required. Although 25 members were not present (including the 5 proxies present), this is a moot point, for the following reasons.

Daniel discussed that Jesse’s appointment was improper, procedurally, because it was done via a Member’s Meeting and not a Board Meeting and that such appointment can be done only at a Board Meeting.

As such, Daniel stated that, per the Florida Statutes, Jesse cannot be a board member because the appointment was done at the correct type of meeting. However, Daniel discussed that he and Jesse spoke for about 20 minutes today and given that the membership and the board desires for him to be on the BoD, he should be properly appointed today.

Daniel motioned for Jesse to be appointed to the BoD. Virgil seconded and the motion was carried 4-0 with one abstention.

Board of Directors:

The BoD are Daniel Blattner, Esq., Virgil Stacy III, Tommy McCombs, Karen Elzinga, and Jesse Cook. The BoD discussed and elected the officers of the board members. After discussion, the BoD elected the following:

Director:

Jesse Cook: Daniel motioned to nominate Jesse Cook; Tommy seconded the motion; approved unanimously, 4-0. There was one abstention.

Treasurer:

Virgil Stacy III: Daniel made a motion to nominate Virgil Stacy III; Tommy seconded the motion; approved unanimously, 5-0.

President:

Tommy McCombs: Jesse motioned to nominate Tommy McCombs; Karen seconded the motion; approved 4-1.

Secretary:

Daniel Blattner: Karen motioned to nominate Daniel; Jesse seconded the motion; approved unanimously, 5-0.

Vice President:

Karen Elzinga: Daniel motioned to nominate Karen Elzinga; Virgil seconded the motion; approved unanimously, 5-0.

Approval of October Treasurer Report:

After Virgil shared the October Treasurer's Report, Daniel motioned to approve. Tommy seconded the motion; approved unanimously, 5-0.

Approval of Minutes:

The minutes for the November 16 Special Meeting and the minutes for the November 17 Annual Budget Meeting and the November 17 annual (Members) Meetings are not ready

Daniel motioned to postpone the approval of the foregoing three minutes. Virgil seconded the motion; approved unanimously, 5-0.

Old Business:

Pool:

Daniel advised the board that the 2020 board unintentionally excluded an item from the confirm and ratifications Special Meeting on Nov 16. The current board should confirm and ratify the 2020 board's decision, Oct 20, to have Backyards Pools install a Ph Feeder, \$693

Daniel motioned to confirm and ratify. Jesse seconded the motion; approved unanimously, 5-0.

Building G Drain Line Annual Maintenance:

Virgil advised that he received a verbal quote from a Steven Chumera, \$450, which would include snake and camera of the line, and inspection.

Karen advised that she received a verbal quote for \$200, on Nov 22, from a Mr. Duncan. Daniel advised that the board should receive written quotes, so that the board can properly consider them. Karen advised she will obtain a written bid by the end of the week.

The board agreed that Karen will assume the responsibility of this project and share written bids at the next board meeting.

Jesse inquired if the board can discuss this via e-mail versus having to wait until the next board meeting. Virgil advised the board can in that this a routine maintenance issue. Karen and the board agreed that Karen will share

her written quotes with the board via e-mail prior to the next board meeting (later scheduled for Dec 09, via Zoom).

New Business:

Board Members' e-mail addresses:

The BoD has the option of utilizing a generic "piboard@..." e-mail and each BoD has the option of using a "...@pritchardisland.com" e-mail versus using our personal emails.

Karen asked about costs. Virgil reiterated that the costs are inclusive of the fee with BASICHOA and the we're ahead of the pending legislation requiring this. Virgil reminded the board that the Association has spent ~\$700 in postage thus far this year.

Karen and a couple members wanted to discuss the BasicHOA services since it is not a term contract.

After discussion, Daniel motioned to sustain the services with BasicHOA. Jesse and Virgil simultaneously seconded the motion; approved unanimously, 5-0.

Integrity Tax and Bookkeeping:

Daniel advised the board that Integrity proposed a contract on Oct 23 for 2021 for tax and related services only; \$400/month and \$600 for annual tax preparation (starting tax year 2021) (aka: still \$450/month). Daniel advised that Integrity will start charging for labor and tangible costs, included mailing costs of \$1.00 - \$2.50 per mailing.

Karen discussed the possibility of looking for other vendors before signing. Brian Clark concurred. Virgil and Daniel advised that there's a cancelation clause with 60 days, but for now, we should give us the protection under a contract.

Daniel motioned to sign the contract. Tommy seconded the motion; approved unanimously, 5-0.

2021 Alternative Annual Budget:

Virgil discussed the alternative budget, which was \$321 at the Nov 17 meeting. Virgil advised that he has reviewed the budget even further, resulting in an Amended Alternative Budget, resulting in monthly dues of \$300. The changes resulting in the proposed \$303 dues are reducing the annual legal budget to \$2,500, reducing the roof and siding funds, asphalt fund, eliminating CAM consulting, reducing trash service to only twice per week versus three per week during the winter "Snow Bird" season, and other miscellaneous items. This would result in a monthly fee of \$303 per month.

Virgil discussed in detail the roofs and Dr. Ghazi and Jesse asked whether the board should approve a budget that included the roofs or if the roofs should be funded via a Special Assessment. This was met with resistance because this would cause one Special Assessment after another.

Virgil reiterated that the current Amended Alternative Budget is not consistent with the Association's best interests when compared to the original Alternative Budget, resulting in \$321 (given that the 2021 BoD voted to not approve the original essential Proposed Budget, resulting in \$430 per month).

After all discussion concluded, approximately an hour and ten minutes later, Daniel motioned to approve an Amended Alternative Budget (\$300 per month dues). Jesse seconded the motion; approved 4-1.

#838:

H/O Interview and Sale of Approval required by Nov 30 (close date). Virgil said the interview is already scheduled for Nov 25, 10a.m.

Tommy and Daniel to meet with the prospective H/O and to sign the Sale of Approval TBD

#914 and #916

Virgil advised that #914 needs full replacement because there's a leak; includes new skylight; \$4,780; whereas, #916 may need full replacement, but at least a partial replacement because the wood is rotting, \$3,850. The total would be \$8,630.

Virgil recommends both, but if only one is to be approved, #914 should be done first.

Virgil recommended both because the dead valley between #914 and #916 would be included if doing both; whereas, dead valleys are \$300. Tommy concurs.

Daniel motioned to approve Frankart Roofing to do both #914 and #916, which would include one skylight (#914) and a dead valley, requiring using funds from the operating (checking) account because \$4,780 (for #914) would deplete the roofing funds; approved 4-1.

#908 and #910:

Will need full replacement "soon"; \$10,200; Frankart Roofing.

Virgil motioned to not approve these roofs until they become more essential for replacement. Tommy and Jesse seconded simultaneously; approved unanimously, 5-0.

Entrance Walls:

The board needs to discuss the colors of the caps. Daniel reminded everyone that it's been 10 months since the Oct '19 vandalism on the west entrance and the board needs to make a decision ASAP. Ideally, the three boards (GI and SAPIHA) would agree on the color, but ultimately, it's PIHA decision and responsibility. More so, Scott Wright is scheduled to begin working the 2nd week of Jan, so there's a reason to make a decision.

Karen suggested that the board take time to seek other bids versus spending \$4,600 for the repainting of the walls, etc. Brian Clark added that the bid wasn't shared. Daniel reminded everyone that the contract was signed Sept 24, with unanimous board approval and on Nov 16, the contract was confirmed and ratified and as such, the decision is considered finalized and if we were to not adhere to the contract, the association would be in breach of contract. Tommy concurred.

Jesse and Virgil reiterated that the \$4,600 is a shared expense; thus, the cost is not all PIHA.

Virgil motioned to table the discussion of the colors of the caps. Daniel seconded; approved unanimously, 5-0.

#912, Request for Bike Shed:

Mr. Pankalla has requested to erect a bike shed, adjacent to his unit.

The history of the HOA has never had such a shed and to approve this shed, it would not only reverse such 30-year precedent, but start one. Deanne Clark, Marcus, Virgil, Tommy, Jesse, and John Hawkins concurred. In addition, Harriet stated that the HOA has denied requests for window units to be installed.

Daniel motioned to deny the request for #912 to build the bike shed. Jesse seconded; approved unanimously, 5-0. Daniel to send the H/O of #912 a letter.

Open Discussion:

Bank Signatories:

Virgil asked for clarification as to who is on the 2021 BoD, and their titles, for Sunbiz purposes and who will be the bank signatories. Daniel confirmed the names and titles of the BoD (see above), including who “left” at the end of the 2020 year.

The BoD approved Tommy McCombs, Karen Elzinga, Virgil Stacy III, and Daniel Blattner, Esq. as the Association’s bank signatories for its financial institutions for 2021. (Specifically, Marlene Korycki is no longer on the PIHA BoD as of Nov 17, 2020.)

Next meeting:

Although PIHA has never had a meeting in December, Tommy agreed to set a meeting for Dec 9. The board agreed to meet Dec 9, 6:30p.m. via Zoom. Tommy will prepare the agenda and Daniel will send out the Zoom invite. Daniel to send out a notice of 2021 dues, via email (for whom we have e-mail addresses) and for everyone else, US mail.

Adjourn:

At 10:47p.m., Daniel motioned to adjourn; Karen seconded the motion. Motion carried to adjourn unanimously 5-0.

Respectfully,

Daniel Blattner, Esq.
Pritchard Island HOA, Secretary

MINUTES
Pritchard Island Homeowner’s Association, Inc.
Special Board of Directors Meeting
December 09, 2020, via Zoom

Call to Order: 6:35p.m. By: president, Tommy McCombs

<u>Roll Call:</u>	President	Tommy McCombs	<u> X </u>
	Vice President	Karen Elzinga	<u> X </u>
	Secretary	Daniel Blattner, Esq.	<u> X </u>
	Treasurer	Virgil Stacy, III	<u> X </u>
	Director	Jesse Cook	<u> X </u>

Purpose of Special Meeting:

The purposes of this Special Meeting are for the president, Tommy McCombs, to discuss a couple “housekeeping” matters, the Board of Directors (“BoD”) to approve the November 2020 Treasurer Report, to approve of the four November 2020 special/meetings, and to discuss Old and New Business, as detailed below.

The reason why this is a “Special Meeting” is because it was held at a time when Regular Board Meetings aren’t usually held.

Approval of November 2020 Treasurer Report:

Tommy motioned to approve. Jesse seconded the motion; approved unanimously, 5-0.

Approval of Minutes:

Each of the four following minutes was approved, as follows:

- November 16 Special Board Meeting: Tommy motioned to approve. Jesse seconded the motion; approved unanimously, 5-0.
- November 17 Annual Budget (Board) Meeting: Jesse motioned to approve. Virgil seconded the motion; approved unanimously, 5-0.
- November 17 Annual (Members) Meeting: Tommy motioned to approve. Jesse seconded the motion; approved unanimously, 5-0.
- November 23 Special Board Meeting: Tommy motioned to approve. Virgil seconded the motion; approved unanimously, 5-0.

Old Business:

Bug Out Pest Control:

Annual contract expires May 2021. Per the 2020 BoD, Virgil to contact contractor in January 2021, via e-mail, to cancel the contract, and to receive written confirmation of the cancellation.

#914/916:

Virgil to continue coordinating with Frankart regarding this project, which is to begin Dec 10.

Building G Drain Line Annual Maintenance:

Karen shared that, on Dec 09, she showed Virgil a bid for \$200 that a “Mitch” will inspect the drain for \$200. Karen to share the bid with the BoD, via a phone screenshot, before the inspection is to be done, and then the BoD to approve the inspection.

Entrance Walls; collaborative selection of colors:

Gospel Island and SAPIHA have approved either lemon merengue or beach house as the color for the caps. There was discussion regarding which color to use.

Jesse motioned to approve lemon merengue. Daniel seconded the motion; approved unanimously, 5-0.

#876; front stoop needs repair:

Karen to provide Tommy the handyman info from Windemere HOA and Tommy will get in touch with him. No vote is required at this time; rather, the BoD will discuss and approve internally once Tommy receives more information.

Lanais: status of #920-924:

Virgil shared that Sant Group’s work solved a lot of the issues that the 2020 BoD intended to resolve, i.e.: water flow for #920 has been fixed. Virgil shared that there are a few tweaks, design-wise, that the BoD may want to consider revising. Tommy and Jesse to inspect the lanais.

Status of the Website:

Daniel to advise the members of the members’ log-in info.

#9003 Money Market Account:

Virgil and Daniel shared that this account will be repurposed from a PIHA-Money Market, general, account solely to a shared expenses account. No vote is needed for this occur.

New Business:

Tree Lifting/Contract with Neat N’ Tidy:

Daniel shared that Jeff/Neat N’ Tidy insists that we have a contract that he is to perform tree lifting, for \$2,000, every late December/January. Daniel indicated that he could not find any such contract and has asked Jeff to produce it. Tommy agreed that no such contract exists. Karen shared that the 2019 BoD specifically removed tree lifting out of the contract for this 3-year term to save costs.

Entrance Way Timers:

Virgil shared that the timers are off and need to be replaced. Because of the high voltage, only an electrician is to replace.

Virgil and Tommy to assume this project, including researching pricing and reaching out to Nancy (she has an electrical contact).

Pool:

On October 12, the County conducted an inspection. The Ph Feeder stopped working, requiring a replacement. Virgil shared that we replaced it. Virgil shared a few other minor issues that the Association was cited for, which has been dealt with, including the paint-peeling issue. Virgil shared these citations with Backyard Pool.

Virgil to post the Inspection Notice in the proper place.

Daniel shared that Steve Wilson is no longer able to help with the daily chemical testing (Tu, W, and F). The BoD to determine who will cover these days. Jesse volunteered to assist.

Sunbiz:

Virgil reminded the BoD that signatures are needed for Sunbiz and the banks (and that they have to match). With the November minutes now approved, Virgil to obtain the signature cards from the banks and to obtain everyone's signatures.

Anne Hathorn/Association Counsel:

The BoD agreed to pay the Nov 2020 invoice of \$918.75 and the BoD agreed to keep Anne Hathorn, Esq. on "retainer," conditioned that no board member is to incur legal fees without BoD approval. Each board member agreed.

Storage:

Daniel stated that the cabinet in the meeting room is full, met its capacity, and that either an e-filing system should be implemented and/or obtain additional storage space.

Karen opined to remain with the current system and obtain more cabinet space. Jesse shared that we should move toward e-storage. Virgil discussed many pro-e-filing points and shared that he has already been looking at an e-filing system, namely Bitrix, which would allow for all board members to store and access association files. Tommy concurred with Jesse and Virgil.

Karen asked if we could have a hybrid of paper and e-storage. Virgil shared that it should be both, in part, and detailed this out. Tommy concurred.

Regarding BasicHOA, Daniel suggested that, as the secretary, he have access to BasicHOA and not just Virgil, as the treasurer, because it would be the function of the secretary to upload files, etc. Tommy said we should leave it as is and that Jesse can help Virgil.

Jesse suggested that he, Virgil, and Daniel just get together and "figure it out."

Regarding map tubes, Virgil shared that we should have tubes to store the maps. There was concurrence. Virgil to seek map tubes.

Open Discussion:

#820:

Brian Clark discussed that their lanai still has an active leak. In addition to what Virgil stated regarding post-modification responsibility, Daniel shared that in months past, Virgil discussed that when there's a modification to a roof, the responsibility shifts to the homeowner. Tommy concurred and said that this has been in effect since 2002. Out of courtesy, Tommy stated that he will visit the property to see if he can help out.

Regarding the stucco/front entrances, Brian asked about whether Scott Wright will use a bonding agent in the stucco and if not, we have the wrong contractor. Tommy said that a bonding agent will be used.

Last, Brian Clark expressed his appreciation that we're conducting the meetings via Zoom. Jesse expressed that he will advocate that meetings will continue via Zoom. Tommy expressed that he wants both in person and Zoom meetings.

Next Meeting and schedule of 2021 Regular BoD Meetings:

Tommy scheduled the next Regular BoD Meeting for January 21, 2020, 6:30p.m., via Zoom. The BoD agreed that Regular BoD Meetings shall be held on the third Thursday of each month, via Zoom.

Daniel to send letter to membership regarding dues increase, effective February 2021.

Virgil to set-up auto-draft as much as possible. Jesse, Tommy, and Daniel concurred (Karen left the meeting at approximately 8:41p.m.).

Adjourn:

At 8:46p.m., Virgil motioned to adjourn; Jesse seconded the motion. Motion carried to adjourn unanimously 4-0 (Karen left the meeting at approximately 8:41p.m.).

Respectfully,

Daniel Blattner, Esq.
Pritchard Island HOA
Secretary 2021
President 2020