

**BAYWOOD COLONY GARDEN APARTMENTS  
CONDOMINIUM ASSOCIATION, INC.  
BOARD MEETING MINUTES  
March 3, 2017**

A Board Meeting of Baywood Colony Garden Apartments Condominium Association, Inc. was held on March 3, 2017, at 11:00 AM, at the Parish Hall of Christ The King, 1900 Meadowood, Sarasota, Florida for the purpose of conducting the business of the Condominium Association. Directors present were Mr. Charlie Racine, Mr. Steve Reinfeldt, Mr. Rich Barkan, and Mr. Kyle Monsen. Absent was Mr. Gary Kompothecras. Representing Allure Property Management, Inc. was Ms. Monique Toler.

**1. CALL TO ORDER**

Mr. Racine called the meeting to order at 11:00 AM.

**2. VERIFICATION OF A QUORUM**

Mr. Racine verified that with four (4) Directors present, a quorum was established.

**3. PROOF OF PROPER NOTICE**

Mr. Racine confirmed proper proof of notice was given.

**4. APPROVE THE JANUARY 9, 2017 ORGANIZATIONAL BOARD MEETING MINUTES**

Mr. Monsen made a motion, which was seconded by Mr. Reinfeldt, to waive the reading of and approve the minutes of the January 9, 2017 Organizational Board Meeting. *The motion carried unanimously.*

**5. OFFICERS' REPORTS**

Mr. Racine reported the financials as of January 2017 reflect a net income for the month of \$1,750.00. The financials are one month into the new calendar year. Window reserves were added. Painting the buildings will be postponed but the hallways need to be painted. After the window project is complete, painting will be readdressed.

**6. STANDING COMMITTEE REPORTS**

- a. Maintenance. (Steve Reinfeldt) The Committee is holding off on the sixteen repair items left from the 2016 Repairs & Upgrades List since the window replacement project is the priority. Mr. Reinfeldt, Mr. Racine, and the Association Manager met with Mike from Pella Windows. Mike explained that the project would begin April 1 and that it could take up to 2 months to complete. The Committee needs resident contact information and unit keys to access each unit during the project. Mr. Racine stated that there was an adjustment made to the cost of the window installation due to the deletion of the muntins. The adjustment produced a savings of \$2,108.66 and that will be applied to the unexpected cost of the Pod.
- b. Landscaping. (Charlie Racine) The following areas have dying or dead plantings: the laundry room and Building 3 south end. Building 1 along the fence is overgrown. In the Budget for plantings is \$2,100 and for tree trimming is \$1,500. The lawn maintenance company is supposed to be blowing debris from the hallways but isn't doing a good job. The Association Manager was asked to contact the company.

**7. UNIFNISHED BUSINESS**

- a. Comments regarding roof replacement. (Rich Barkan) Mr. Barkan, Mr. Racine, and the Association Manager met with a representative of Sutter Roofing for Building 1. The rep commented that the roof is still in serviceable condition and probably has another 18 to 24 months of life before replacement is needed. He recommended though that the Association have all the roofs inspected twice a year while waiting to replace the roof on Building 1. The estimated inspection cost per building would be \$560.00 (\$280 per inspection per building).

**8. NEW BUSINESS**

- Discuss scheduling annual smoke alarm inspection. The Association Manager explained that the last inspection was done in March 2016 so it is due again. Recommend scheduling March 18 and offer two time periods like last year – 9:00 AM to 10:00 AM and 2:00 PM to 3:00 PM. Notices will be posted. Mr. Monsen volunteered to accompany the Manager for the morning time and Mr. Barkan volunteered to accompany the Manager for the afternoon time. The Association Manager stated that this would be a great opportunity to also try to collect keys and see if the existing keys work and to check on hot water heater dates.
- Discuss scheduling the cleaning of the laundry room stack and drain. The Board agreed that this could be done every other year and since it was completed in 2016, it can be discussed for cleaning in 2018.
- Discuss scheduling the cleaning of air condition drain lines. Mr. Barkan commented there are twelve units that have collective drain lines. The Board agreed to have the Association Manager send a notice to all the owners regarding recommended HVAC servicing, recommended hot water heater replacement time, and notification of awareness of the hazards of the interior electrical panel box.
- Discuss assigning a liaison between Comcast and the BWC residents. This discussion was tabled as something not needed at this time. Residents can contact Comcast directly at 1-800-Xfinity to report trouble and a need for rewiring from the exterior wall through the unit.

**9. OWNERS' COMMENTS**

- An owner reported a light flashing behind Building 1 that needs to be replaced.
- An owner reported the hallways need to be pressure washed. Mr. Reinfeldt stated the hallways will be cleaned after the window replacement project.

**10. DATE OF NEXT MEETING**

The next Board meeting will be Friday, May 5, 2017, at 11:00 PM, at the Church.

**11. ADJOURNMENT**

With no further business, the meeting was properly adjourned at 12:00 PM.

*Respectfully Submitted, Monique Toler, LCAM and Assistant Secretary*