

# *Venice Beach Apartments Two, Inc.*

## Board of Directors Meeting Minutes

May 4, 2018 at 10am **APPROVED**

**CALL TO ORDER:** Bob called the meeting to order at 10a.m.

**QUORUM:** A quorum was established with all four board members present; President, Tony Rosen; Vice President, Bob S.; and directors, Rick Smith and Steven Robinson. Also present were Nicole Banks of Sunstate Management.

**NOTICE:** Agenda was posted 48 hours in advance.

**MINUTES: MOTION** made by Bob S., seconded by Steve to approve the March 2, 2018 meeting minutes as presented. MOTION passed unanimously.

### **Board Resignation / Appointment:**

- **MOTION** made by Tony, seconded by Bob S. to accept the resignation from Bob Welker and appoint Rick Smith to the Treasurer Officer Position. MOTION passed unanimously.

### **UNFINISHED BUSINESS:**

- **Water Heater Letter**- There are owners with water heaters older than 10 years (307, 206, 203, and 107). These water heaters need to be replaced immediately. These owners will be notified. There are also two owners with tankless water heaters (301 and 204) Tankless water heaters are not permitted due to the amount of electricity pulled. Upon the sale, replacement or by 2024, owners must change the tankless back to the tank water heater.
- **Signage**- Cornerstone and Sir Speedy are drafting proofs for approval (aluminum frame). The sign will have the following – “Venice Beach II, A 55+ Condominium Community, Pet Free / Smoke Free”. Tony suggested an additional sign for “No Trespassing, No Drive Thru.” A permit is needed to move the sign. The sign should be double sided.
- **Condominium Conversion**- The survey is complete. The review was accepted by the state and attorney. There is a filing report needed from the Title Company. The charge is \$250, which was approved. It is in process. The documents will be mailed to owners to approve.
- **Building Maintenance**-
  - Roof inspection was completed, life expectancy 5-7 years. There were minor repairs done and 307 lanai roof was repaired. The board will review the reserve accounts and begin planning for proper funding.
  - Proactive Plumbing is on hold until the 2<sup>nd</sup> quarter operating budget is reviewed.
  - Painting- Tony recommended that Jeff Garrahan paint the steel steps and the dumpster enclosure wood be re-stained. As a courtesy from the Board, 201 and 202 ceiling to be spot painted from the leak.
  - Tree Trimming- Will review the contract, cost and schedule.
  - Elevator Knox Box- Tony will put the elevator key in the box only. Units keys will remained locked up separately.
- **Land Purchase Update**- There has been no response or counter offer.
- **Joint Venture Bill Paying**- Upon completion of the conversion, the JV Budget will be adopted, and officers elected. Sunstate will send the board an update on the line of credit balance and interest. VBA1 has paid their portion of the line of credit in full.
- **Units for Sale**- 101 and 206 are for sale. **MOTION** made by Tony, seconded by Bob S. to send UNIT 206 to the attorney for collections. MOTION passed unanimously.

### **HOMEOWNER COMMENTS:**

- There is an area of sand that should be concrete near the dumpster. A sign should be installed at the dumpster that says “VBII Only, Private Property”.
- Tony thanked the Landscape Committee.

### **NEW BUSINESS:**

- Sunstate will schedule Jeff Garrahan to power wash the building in October. Sunstate will remind Jeff to keep the pressure away from the windows to avoid interior leaks.
- Sunstate will ask Jeff Garrahan to submit a bid to paint the chain link fence around the pool. The cost would be split with VBA1.
- USPS Food Drive – May 12<sup>th</sup>
- Front doors- the approved model is in stock at ABD Door Company in Port Charlotte. Please contact Tony for details.
- Sunstate will update the signature cards for the check signers – removing Bob Welker and adding Eric Smith.

**WEBSITE:** [www.myvba2.com](http://www.myvba2.com)

With no further business to discuss, Bob adjourned the meeting at 11:35am.

**Next meeting** TBD.

Respectfully submitted,

*Nicole Banks*

Sunstate Management