

**St. Tropez Homeowners Association
Board of Directors Meeting
(Virtual Meeting via Video Conference)
March 20, 2021**

CALL TO ORDER

President Harrington called the meeting to order at 10:01 am.

Attendees: Directors - Ron Harrington, Chester Duncan, Alva Johnson, Michael Edmonds, Cynthia Brysiak, and Alexander Krakovsky.

Capital Vacations: Cory Humble, Regional Vice President; Ionela Breha, Area General Manger; Johnny Tramel, Former Regional Director of Operations.

Absent: J.C. Garnish

OPERATIONS REPORT

Ionela Breha reports the new office is set up and ready, it is beautifully decorated with pictures and is receiving positive feedback from everyone and owners are very happy that there is now an office on the property.

The staff is working to set up maintenance checklists and work reports to track repairs in each unit. Sari continues to work with the owners to process yearly Maintenance Fees, making pre-arrival calls to all exchange/rental guests to ensure that they are aware of the office location and check-in procedures. The cleaners started deep cleans once the office construction was complete.

The maintenance department is staying busy checking units, fixing leaks, and changing AC filters as needed. Several AC units need repairs and coil cleanings. An HVAC company has agreed to do a walkthrough and examine the units to see which ones need to be replaced and which ones can simply be repaired.

SECRETARY'S REPORT

Approval of Minutes

November 21, 2020 Board of Directors Meeting

Upon a motion by Chester Duncan and a second by Cynthia Brysiak, the Board unanimously voted to approve the November 21, 2020 Board of Directors Meeting as written.

PRESIDENT'S REPORT

President Harrington provided an update on the current status of the Association's operations. The owner's portal has been updated and new information will be added as received. The 2019 Audit is complete and will be distributed to the Board. President Harrington stated he is pleased with how the new office turned out, and the staff has pointed out they are receiving positive comments from the owners that have stopped by to take a look. The total cost of the office, including furniture will pay for itself in five to seven years. The office is going to be a significant advantage in that whenever there is a problem staff won't have to travel 50 blocks to get to the property.

FINANCIAL REVIEW

President Harrington presented a performa financial report stating he used the numbers from the year-end and January reports to put together a forecast, which will give an idea as to where the Association will stand financially in 2021. The Operations Account had a beginning balance of \$651,566. For the 2021 Projected Revenue: Prepaid Maintenance Fees in the amount of \$456,505, Rental Guarantee in the amount of \$42,142,

Pet Fees of \$17,000, and Misc. Revenue in the amount of \$21,000. Unit Sales (302/22- \$2,475.00 & 305/23-\$3900) will result in additional 2021 Net Revenue of \$5K. After deducting budgeted expenses an operating surplus of about \$38K is being projected.

Discussion ensued on adjusting the Pet Policy to potentially increase fees for the rentals and exchangers as a means to increase revenue.

Upon a motion by Alva Johnson and a second by Chester Duncan, the Board approved adjusting the Pet Policy to the following: Owners to pay \$150 in pet fees, renters/exchange guests will pay \$200 for 1 pet, \$300 for 2 pets. Pets (dogs and cats) cannot weight more than 60 pounds. Failure to notify the office of a pet will result in double the fees. Same fee and stipulations for emotional pets. All in favor, motion passes unanimously.

Rental Guarantee - Year-End 2020 Summary

President Harrington presented a report on revenue generated through the rental guarantee program. For 2020 rental revenue came in at \$4,770 over the guaranteed amount, even with the resort being closed for three months due to COVID-19 restrictions.

Collections Report

The budgeted collection ratio for 2020 was 53%, or an amount of \$460,583.00. Actual collections totaled \$456,158.01, or 52.9% of the budgeted amount. As of January 31st, the collection rate was 43.2% of the budgeted amount of \$445,780.00. To date there are 246 intervals with balances greater than \$5,000, 57 intervals with balances between \$1,000 and \$5,000, and 57 Intervals with balances less than \$1,000. There are 190 HOA intervals.

President Harrington stated when doing the budgeting in September he would like to include a line-item budgeting for foreclosures.

BUILDING COMMITTEE

Chester Duncan provided an update on the major projects scheduled for 2021. Some of these projects include:

- Dining Room chair covers
- Replace G-2 garage light fixtures with LED lighting
- Replace existing thermostats with smart thermostats
- Artwork replacement
- Add two additional security cameras
- Wireless doorbells for the 3-Br units and install swing locks on all doors
- Replacing refrigerators that are showing signs of rust
- Storage shed for the chemicals
- Mattress replacement
- Sliding door and screen repairs
- Seal and paint walkway in front of new office
- Purchasing new balcony furniture

Discussion ensued on which projects should take priority and the timeframe of completion.

UNFINISHED BUSINESS

Action Item List

The Board reviewed the completed action items and discussed items still in progress. The Board spoke of developing a way to track different maintenance projects such as when refrigerators are replaced, when AC units are repaired/replaced, water heater repairs, etc. This tracking system would live where everyone could look at it and have access to it from the cloud. Members of the Board will visit the property to see what needs to happen for this program to be put into place.

Intra-Owner Communications Vehicle

President Harrington stated he had put together a group on Facebook where owners could post messages and possibly even communicate with other owners. It is something owners have been asking for mainly so that they could advertise when they want to exchange internally or sell their units to other owners. The group will not go live until a number of admin concerns are resolved and in place. The board will revisit this subject at a future meeting to determine if going live is in the best interest of the Association.

Bedding Update

The Board discussed options for upgrading the bed linens as a way to make the inside of the units look more attractive.

Reserve Study

While the Board understands a formal reserve study is recommended, they feel they are taking the appropriate actions at this time by developing a yearly forecast.

NEW BUSINESS

Date & Time of 2020 Postponed Annual Meeting

The 2020 Annual Meeting will remain postponed and will be combined with the 2021 Annual Meeting.

Billing, Collection, and Deed-in-Lieu Policies

The Board was presented with a revised Liens, Deed-in-Lieu, Re-Deeding, Hardship and Foreclosure Policy for their consideration. The Board will review and present their changes at the next meeting.

Long Term Planning

There are issues that could arise in the future, such as the sunset clause, long term cost, and future streams of revenue. President Harrington will meet with the Board informally to brainstorm some of those issues.

Meeting Dates for 2021

June 19 – Board Meeting
Sept. 18 – Budget Meeting
Nov – 20 Annual Meeting

ADJOURNMENT

Upon a motion by Alexander Krakovsky, and a second, the Board adjourned the meeting at 1:43 p.m.
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