

**Approved**

**St. Tropez Homeowners Association  
Board of Directors Meeting  
(Virtual Meeting via Video Conference)  
June 6, 2020**

**CALL TO ORDER**

President Harrington called the meeting to order at 10:05 am.

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

**Capital Vacations:** Johnny Tramel, Regional Director of Operations (for a portion of the meeting), Tanya Hudson, General Manager (Ocean High).

**Guest:** Calvin Lassiter

**SECRETARY'S REPORT**

**Approval of Minutes**

**September 14, 2019 Budget Meeting**

Upon a motion by Chester Duncan and a second by J.C. Garnish, the Board unanimously voted to approve the minutes as amended.

**November 23, 2019 Organizational Meeting Minutes**

Upon a motion by Chester Duncan and a second by J.C. Garnish, the Board unanimously voted to approve the minutes as amended.

**PRESIDENT'S REPORT**

President Harrington began by formally introducing Michael Edmonds who was elected at the 2019 Annual Meeting. Mr. Edmonds has already been a great asset in assisting to help resolve an issue with an owner who was facing a financial hardship. President Harrington also introduced owner Calvin Lassiter who has expressed interest in serving on the Board. Mr. Lassiter thanked the Board for inviting him to the meeting.

**General Updates**

A new maintenance technician has been hired for the property. Richard Turner comes to St. Tropez with a lot of experience working with timeshare facilities and is a certified pool operator.

Vice President Chester Duncan has collected art worked, framed it, and has placed the pieces in units as a part of the art project.

A brief discussion ensued on the project to change all the non-LED bulbs in the units to LED. President Harrington spoke with the Board about his access to discounted LED lighting due to his line of work. His business can get LED bulbs for less than \$2 per bulb since he is purchasing in bulk and is able to purchase bulbs for the resort. President Harrington will order the bulbs through his supplier to reduce the cost to the Association.

Upon a motion by Alexander Krakovsky and a second by Chester Duncan, the Board recognizes that Ron Harrington will purchase the LED lighting through his supplier and will be reimbursed by the Association. All in favor, motion passes unanimously.

Discussion ensued on the possible impacts from the resort being shut down for three months due to the COVID-19 pandemic.

The Board discussed cleaning practices for the units going forward, and the benefits of have a third-party company assist with the sanitation efforts.

### **Management Contract**

Ron Harrington briefly spoke on the renewal of the management contract.

## **FINANCIAL**

### **Collections Report**

The Budgeted collection ratio for 2019 was 55% compared to the budgeted amount of 55% for 2020. To date, a total of \$454,401 in maintenance fees have been collected for an actual collection ratio of 50.2%.

### **Revenue Sources**

The Board discussed other ways to generate revenue outside of rentals as ownership declines. Unit sales are a possibility and speaking to Capital about expanding the rental program to allow for longer rental periods.

## **BUILDING COMMITTEE**

### **Major 2019/2020 Building Projects**

Chester Duncan provided an updated on the completed 2019 projects and what is scheduled for 2020.

Projects completed to date:

- Unit entrance – complete door replacement.
- New Wi-fi door security lock installation.
- Replacement of 4<sup>th</sup> floor artwork

Projects for later in 2020:

- Construction of G-1 office/storage space.
- Purchase and erect new storage room shelving.
- Cross connect bathroom exhaust fan and light switch.
- Install new duplex outlets with phone charging ports.
- Replace G-2 garage piping hangers
- Add additional pool furniture (chaise lounges and chairs)
- Repair blacktop paving

Future Projects:

- Replace G-2 garage lighting.
- Install Wi-Fi thermostats with wireless slider door cutoff switches.
- Construct HVAC Unit covers.
- Continue artwork replacement.
- Update kitchen appliances.

- Replace oceanside kitchen appliances.
- Install drain holes in South Bldg. retaining wall and pipe to smoker's area.

### **G1 Level Office Status**

The Board discussed the G1 Level office project and the timeline for completion.

### **MANAGER'S REPORT**

Tanya Hudson presented the Manager's Report.

### **Check-in Procedures**

Guest are being contacted prior to their arrival by phone to be given the door code for check-in. Only one guest is allowed in the office at any given time. Mask must be worn upon entry. Guest are also being asked to sign a COVID-19 liability waiver and complete a health screening form.

### **Pandemic Safety Policies & Procedures**

All CDC approved chemicals are being utilized for cleaning. High touch point areas are being cleaned regularly.

### **Pool**

With the pool still being closed, the Board discussed how to reopen it safely and the timeframe to do so.

Restrictions that will be put into place with the pool reopening:

- No sunbathing
- No furniture
- Limited capacity

### **NEW BUSINESS**

#### **Owner Compensation**

The Board discussed possible compensation for the owners who were unable to use their week due to the resort being closed as a result of COVID-19.

### **UNFINISHED BUSINESS**

#### **Sustainability Discussion**

### **NEXT MEETING DATE**

Budget Meeting – September 19, 2020

Due to technical issues with the teleconference the Board adjourned the meeting at 3:00 p.m.