

**St. Tropez Homeowners Association  
Board of Directors Budget Meeting  
(Virtual Meeting via Video Conference)  
September 19, 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:** Cory Humble, Regional Vice President of Operations; and Johnny Tramel, Regional Director of Operations.

**SECRETARY'S REPORT**

**Approval of Minutes**

**June 6, 2020 Board of Directors Meeting**

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

**PRESIDENT'S REPORT**

President Harrington provided a brief update on the current status of the Association's operations.

**FINANCIAL**

**July & YTD Financial Review**

President Harrington presented the financial report stating the Association is in financially good shape. Current assets total \$871,742. An amount of \$114,244 is due from Reserves to Operating.

**Collection Report**

To date, a total of \$446,655.72 in maintenance fees have been collected for an actual collection ratio of 51.4%.

**MANAGER'S REPORT**

Johnny Tramel presented the Manager's Report. The pool was open with limited hours and no furniture. A sign-in sheet was instituted to limit the capacity. Staff has been able to maintain the pool with restricted hours and did not receive any citations from the county for the entire summer.

Luke Kowalski is assisting at St Tropez and is getting involved quickly with interior improvements. The housekeeping issues have been taken care of after having a conversation with the management of the contract cleaners.

**2021 BUDGET**

The Board reviewed each line item of the proposed 2021 Operational Budget.

Upon a motion by Michael Edmonds and a second by J.C. Garnish, the Board approved the 2021 Budget as presented. All in favor, motion passes unanimously.

## **BUILDING COMMITTEE**

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

Chester Duncan provided an update on the improvements being made throughout the property and discussed forming a committee to assist with long term planning. The new locking systems for along with the new doors have been installed. There was concern there are no deadbolts with the new locking system. The Board is researching options that can take the place of the deadbolts.

There has been a new company contracted to service the elevator. The Board would like Management to get a proposal to have the elevator panel replaced so that the buttons are lit to indicate which floor.

Quotes have been requested to cover all HVAC grills in the units for a more uniform look, in addition, the Wi-Fi controlled thermostats will be installed. A company has been contracted to come out to the property twice a year and perform preventative maintenance to all HVAC units. Chester Duncan suggested the Board build a line item into the budget to cover replacement of all units over a period of five years. Mr. Duncan also suggested the same plan of action for the hot water heaters.

### **G1 Level Office Status**

Construction is set to begin on the new office to be located on the G1 parking level.

## **OLD BUSINESS**

### **Revenue – HOA Sales**

Discussion ensued on ways to increase revenue via sales or rentals. The Board would like for Capital Vacations to put together a sales presentation for the Board's consideration.

### **Intra-Owner Exchange Vehicle (Facebook)**

A Facebook Group page has been created to help facilitate owner rentals and exchanges.

## **NEW BUSINESS**

### **Review and Re-Approve Collection Policy**

The current collection policy was revised to replace "Defender Resorts" with "Capital Vacations".

Upon a motion by Alva Johnson and a second by Chester Duncan, the Board approved the revised collection policy as presented. All in favor, motion passes unanimously.
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### **Long Term Planning**

The Board briefly discussed long term plans for the Association.

### **Format, Date & Time of Annual Meeting**

The Board discussed plans for the Annual Meeting and the possibility of postponing until 2021 due to safety concerns.

## **ADJOURNMENT**

The Board adjourned the meeting at 1:00 p.m.