

# The Summit Owners Association, Inc.

8743 Thomas Dr. Panama City Beach, FL 32408

## Board of Directors Meeting

Feb 1, 4 6:00 p.m. CDT

In the Owner's Lounge and by remote

## MINUTES

Board Members Present: Stacy Peery, President  
Lisa Grayson, Director

Board Members Present by Tele/video conference:  
Gary Plunkett, Treasurer  
Joy Cohen, Secretary  
Chad Nichols, Director  
John Shebel, Director  
Dennis Wallace, Director  
Patrick Wood, Director

General Manager Attending:	Claire Durham, CAM-GM	
Bookkeeper Attending	Benita Langley	
Owners Present	Chantale Coleman	Unit 230
	Al & Biljana Feinstein	Unit 1332
	Cindy Geiger	Unit 229
	Kathy Lemons	Unit 1305
	Mark Peery	Unit 102
	Teri Towe	Unit 726
	Kirsti Trecker	Unit 1330
	Tammy & Dave Woleslagel	Unit 811

### 1. Call to Order:

The meeting was called to order by Stacy Peery at 6:03 p.m.

### 2. Roll Call/Establishment of a Quorum

Having eight (8) of eight (8) Board members present, a quorum was established.

### 3. Proof of Notice of Meeting:

Notice was given to all Board members and posted on property more than 48 hours prior to the meeting

### 4. Approval of Minutes Dec 30, 2023

Director Dennis Wallace made a comment to change the wording on the manager's report section to "based on the milestone report a phase 2 is not required.

Treasurer Gary Plunkett made a motion to approve the December 30, 2023 minutes with the change suggested above. The motion was seconded by Chad Nichols.

The motion was passed by a roll call vote as follows:

Patrick Wood	Yes
Lisa Grayson	Yes
John Shebel	Yes

Gary Plunkett	Yes
Joy Cohen	Yes
Dennis Wallace	Yes
Chad Nichols	Yes
Stacy Peery	Yes

## 5. Manager's Report and Discussion

### a. Pool Lights for the night permit

With the help of the Board, the GM was given additional vendors to contact about the photo metric survey. The association does not have the documentation about the type of lights we have on the pool deck. We have reached out to the turtle light inspector and other contacts.

### b. The indoor Hot Tub is now open but will continue to enhance the area. Awaiting cleaning agent and towel rack.

### c. Elevator Modernization project ahs begun

### d. Luggage Carts recarpeted and will order more grocery carts

Some fire cabinets are being broken by the luggage carts

### e. C-sharpe, hope to complete project by Feb 14, 2024

### f. Window World has gone through some, but not all the units. Will request a schedule and then City Building Inspector will need to go through all the units

### g. Hot tub area: will be working on refurbishments

### h. Board members discussed the decision to close the pool at dark based on the wording of the permit. Stacy Peery stated she would send the question to Association Attorney Tim Sloan to clarify whether the decision to close the pool at night should require a vote by the Board.

### i. It was reported that the big light by Bikini Bob's has not been fixed

### j. Question of final payment to Window World

### k. Concern about Sunken tiles by the poolside

### l. Need to get something out to owners about removing floor mats in front of doors

### m. Discussion about replacing exit gate.

### n. Tile Removal Quote

### o. Owners asked for further clarification on the night time swimming policy

## 6. Financial Report: Treasure Gary Plunkett gave a financial report update.

## 7. Old Business

### a. Window World Update has already been discussed in the manager's report.

### b. Submitted Bids for the Tiki Bar, Market and Front Desk

#### i. 3 bids submitted, 2 before the deadline and one after the deadline that will not be considered.

#### ii. Director John Shebel recommended keeping the Guest Services/front desk in house, Director Gary Plunkett suggested raising the registration fee to cover employee for the front desk and arm bands.

#### iii. Clarification that he parking passes are sponsored and thus no cost to the SOA, and wrist bands cost approximately \$10,000.

#### iv. Each board member was given the opportunity to discuss their views on the 2 bids. Points discussed included but not limited to the length of term, hours and dates of operation, revenue sharing, added value (entertainment), liquor licenses, and sell of Summit apparel by the Summit (at the front desk) instead of in the Market.

#### v. Owner comments about the posting of the bids. President Stacy Peery clarified that Florida State law requires only a summary of the bids. The intent of not posting the bids is to protect

the integrity of the bidding process. Once the contract is negotiated and signed it will be posted. Owners also suggested a happy hour.

- vi. **Treasure Gary Plunkett made a motion for Stacy Peery and Gary Plunkett to enter into negotiations with and negotiate the adjustments to the bid as we have discussed and once updated will bring back to the board and discuss. The motion was seconded by Director Patrick Wood.**

**There was further discussion on whether to reopen negotiations with all three. The motion was not amended**

**The motion passed by a role call vote as follows”**

<b>Patrick Wood</b>	<b>Yes</b>
<b>Gary Plunkett</b>	<b>Yes</b>
<b>Dennis Wallace</b>	<b>No</b>
<b>Chad Nichols</b>	<b>No</b>
<b>Lisa Grayson</b>	<b>No</b>
<b>John Shebel</b>	<b>Yes</b>
<b>Joy Cohen</b>	<b>Yes</b>
<b>Stacy Peery</b>	<b>Yes</b>

vii. x

- c. **Storage Unit Lease for Consideration, the lease has been extended to the end of February. Unanimous agreement to table for a future meeting**
- d. **Form Updates for Consideration. Unanimous agreement to table for a future meeting**
  - i. **Trailer Registration**
  - ii. **Owner Lounge Reservation**
  - iii. **Modification Request form**
  - iv. **Official Record Request Form**
- e. **Expense Policy Update for Consideration**
  - i. **Treasure Gary Plunkett recommended the following modification on expenditure and contract policy**
    - 1. Any lease must be approved by the board regardless of duration or amount
    - 2. Change orders, any expenditures that make a change order on a contract can be approved by the president and treasurer for the purpose of keeping projects moving forward

Treasurer Gary Plunkett made a motion to accept the expenditure policy to the updated as of today February 1, 2024. The motion was seconded by Director Patrick Wood.

The motion passed by a role call vote as follows:

John Shebel	No
Dennis Wallace	Yes
Chad Nichols	No
Joy Cohen	Yes
Patrick Wood	Yes
Gary Plunkett	Yes
Lisa Grayson	Yes
Stacy Peery	Yes

## **8. New Business**

- a. **Modification Request for Consideration**
  - i. **Unit 1511 this unit is approved and completed**

**ii. Unit 1505**

A modification policy was put into place in 2018. It is important for common assets to know what is going on with these modifications. Our staff are not licensed electricians or plumbers. We need a form when owners are making changes. The need for and nature of such forms was discussed and suggested to revisit at an upcoming meeting.

There was then discussion on the work being done in unit 1505. A remodel was done, and they took a jack hammer to the drain and went through the floor causing a mess. They were putting in a zero-entry floor and were needing to drop the drain. Director John Shebel stated that they cannot go into the slab of the floor or through an existing wall. No Zero-entry. GM Claire Durham stated that we would reach back out for clarity of the modifications. President Stacy Peery stated we could approve the 1505 modification once Claire clarifies that they will not compromise the slab. The building water will be shut off. The Summit should consider specified times each month of when shut off valves would be installed to minimize inconvenience to our owners and guests.

Director John Shebel made a motion to approve the 1505 modification pending permits and not going sub floor or modifications to the slab. The motion was seconded by Director Lisa Grayson.

The motion passed by a role call vote as follows:

Lisa Grayson	yes
Gary Plunkett	abstained because he feels board does not have the right to approve modifications to a unit
Chad Nichols	yes
John Shebel	yes
Joy Cohen	yes
Dennis Wallace	yes
Patrick Wood	abstained because owners are asking to make modifications, I do not believe we have the right to approve or disapprove when people have been allowed to do it for the past 30 years.

**iii. Unit 931: adding an exhaust fan and will need to add external hole to the balcony for the fan.**

There was a suggestion to see if they could tie into the dryer vent. Director Chad Nichols pointed out that the board has a responsibility to protect the structure of the building. Director Lisa Grayson made a motion to approve the request for 931 modification after confirming that they will be using the existing hole already there and tie into the dryer vent thereby eliminate the need to make another hole in the building exterior. The motion was seconded by Secretary Joy Cohen.

The motion passed by a role call vote as follows:

Lisa Grayson	Yes
John Shebel	Abstains because he doesn't know how they will do it
Joy Cohen	Yes
Patrick Wood	Abstains because we shouldn't be dealing with this
Dennis Wallace	Yes
Chad Nichols	Yes
Gary Plunkett	Abstains because he hasn't had the opportunity to totally review.
Stacy Peery	Yes

**9. Owner's Comments**

- a. With the new rules on Occupancy, how many arm bands will be given out per 1 bedroom unit? 5 armbands?

**10. Adjournment:**

Having no further business to come before the Board, Joy Cohen made a motion to adjourn. Seconded by John Shebel. Unanimous. The meeting adjourned at 8:57PM.

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Respectfully Submitted,  
Secretary

\_\_\_\_\_  
Date