

The Summit Owners Association, Inc.

Board of Directors Meeting

April 23, 2024, 10:00AM. CDT

8743 Thomas Dr. Panama City Beach, FL 32408

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

Patrick Wood, Vice-President
Gary Plunkett, Treasurer
Joy Cohen, Secretary
Chad Nichols, Director
John Shebel, Director
Dennis Wallace, Director

General Manager : Claire Durham

Owners Present: Jack Woodward Unit 904

Kathy Lemons Unit 1304

Al Feinstein Unit 1332

Thomas Stott Unit 830

Butch Richardson Unit 1329

Jess Cook Unit 1329

1. Call to Order:

The meeting was called to order by Stacy Peery at 6:01PM

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 on April 21,2024 prior to the meeting.

4. Approval of Minutes

a. December 30, 2024

- i. Treasurer Gary Plunkett made a motion to approve the December 30, 2023 minutes the motion was seconded by John Shebel.

The motion was passed by a unanimous voice vote/acclamation

Patrick Wood	Yes
Lisa Grayson	Yes
John Shebel	Yes
Gary Plunkett	Yes
Joy Cohen	Yes
Dennis Wallace	Yes

Chad Nichols	Yes
Stacy Peery	Yes

b. February 1, 2024

- i. Treasurer Gary Plunkett made a motion to approve the Feb 1, 2024 minutes with the changes suggested by President Stacy Peery as follows: Put director titles in front of names, put Association Attorney, Tim Sloan and take out “to \$25” under #7 Old Business. The motion was seconded by John Shebel
The motion was passed by a unanimous voice vote/acclamation.

c. February 24, 2024

- i. Treasurer Gary Plunkett made a motion to approve the February 24, 2024 minutes with the addition/clarification of the motion made by director Lisa Grayson. The motion was seconded by John Shebel
The motion was passed by unanimous voice vote/acclamation.

d. March 28, 2024

- i. Treasurer Gary Plunkett made a motion to approve the March 28, 2024 minutes The motion was seconded by John Shebel
The motion was passed by a unanimous voice vote/acclamation

5. Manager’s Report

- a. Updated manager’s report on line biweekly
- b. Pool speakers, 5-year warranty, GM Claire Durham reached out to see if what we have is under warranty
- c. Mechanical room doors, waiting for response from FPL
- d. Cavinder elevator 1 week behind schedule, change order regarding cladding submitted to the vendor. Flooring options still need to be discussed
- e. C-sharpe on site last week, will be back on site this week. There are some areas of concern regarding leaks noticed after rain storm
- f. Indoor hot tub closed due to a leak. Leaking out of same spot as last month that had been repaired by Gulf Coast Leak Detection. They are 2 weeks out from coming back to address this issue
- g. Laundry rooms, received 1 bid from an electrical company for electrical install for the split unit which did not include permit. We have reached out to two other companies
- h. Landscaping – thanks to board members who have worked on this
- i. Boardwalk surfboard showers- still about a month out, drop the 2 off and then pick up other 2
- j. Hiller did not show up for semi-annual sprinkler inspections. This has been re-scheduled for May and will not be every unit
- k. Reset and Repaint pavers. We don’t know what the pavers is underneath. Director John Shebel clarified that we did this in- house. GM concerned that we need to make sure we have enough money for the required repairs from the milestone inspection.
- l. Window world –send any remaining issues to Claire. 1-year warranty does not start until they receive the final payment. The City Inspection Schedule has been finalized and can be found on the owner’s web site.
- m. Comments

- i. Director Lisa Grayson concerned that we should make more appealing to the eye (I couldn't hear her)
- ii. Director Chad Nichols suggested to change the tiki bar lights as well
- iii. Clarification of Cavinder completion date: May 7 rather than May 3, 2024
- iv. Cavinder did honor \$1000 per cab, totaling \$4000 to be applied to change order or at the end of the job where it would reflect on the final invoice.
- v. Question about the lights, some of the 30 feet lights disconnected. One of light fixtures broken from a recent bad storm.

6. Financial Report was given by Gary Plunkett after first quarter

- a. Timeshare: operating and reserves reviewed
- b. SOA: operating and reserves reviewed
- c. Owner asked about budget for exercise equipment
- d. A request was made to please send questions to President Stacy Peery or GM Claire Durham prior to the meeting so these questions can be addressed.

7. Old Business

- a. Photometric Service Update
 - i. President Stacy Peery read a summary of where we stand. Tentative date May 8, 2024, may take 30-60 days
 - 1. Obtain photometric survey
 - 2. Submit application for night swimming
 - 3. If rejected, consider revamp of lighting vs closing pool at night
 - 4. Email general manager with questions of how to present this to guests
 - 5. Quote we received in March more than \$200,000 for a lighting plan
 - 6. Quotes to do just the lights in the hot tub area: \$26,4000. The tub lights were repaired last week. Just for the outdoor spa there is a 16 week lead time

b. Property Registration Costs

- i. February 2023: Motion to charge \$20 for each parking pass issued, 2 and 3 bedroom would get 2 passes for the \$20. Motion made Feb 2024 to increase pass to \$27, but not sure whether that applied to the additional paid parking pass
- ii. Director John Shebel made a motion to charge \$20 for additional registration fee, Secretary Joy Cohen seconded the motion. The intention of this motion was clarified as follows: the initial registration is \$27 and the additional registration is \$20.

Director Dennis Wallace wants to clarify that it is just for an additional car pass and not the armbands

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	No
Stacy Peery	Yes

c. Renewal Contracts for Consideration

- i. BCC contract, on the first page it says terms of agreement is 12 months on second page it states 36 months. They clarified that if we are happy they are willing to honor the terms for 36

months. Treasurer Gary Plunkett states that we have budgeted this and we should just keep what we have and consensus was to continue to honor the 36-month term.

ii. Student Breaks contract

Submitted an amendment to extend the contract for 2 years. Current expiration date for the contract is August 2024. Asking for a 2-year extension. Terms remain as they are with an increase in rent of 3%, continue to pay \$150 for electrical and taxes.

Secretary Joy Cohen made a motion to accept the amendment for a 2 year extension of the contract at \$1117.54 a month with a 3% increase per year, plus taxes and \$150 for electrical.

Patrick Wood seconded this motion. Discussion ensued about whether we should put this out for bid to maximize our income instead of extending the contract. There were points about fair market value and concern about competition with our profit sharing partners. The majority of the board wanted to explore options and see what the response to putting it out to bid would be. The motion failed by a vote of 2 to 5 as follows:

Patrick	Yes
Joy	Yes
John	No
Gary	No
Dennis	No
Chad	No
Lisa	No

Gary Plunkett would like to make a motion to extend Student breaks contract through Jan 1, 2025 at the current price. It would be more fair warning to student breaks while we look at other options. Patrick Wood seconded this motion. Discussion followed. The motion failed by a 3 to 4 vote as follows:

Dennis	No
Chad	No
Lisa	No
Gary	Yes
Patrick	Yes
John	No
Joy	Yes
Stacy	abstain due to conflict of interest

iii. Treasurer Gary Plunkett recommends not doing any business with Southern Vending as they are behind on their payments. We will wait to see if they pay what is owed and then discuss this at the May meeting. We make 35% commission. Received approximately \$2200 in a year's time. They bought these machines from us and have not paid us according to owner Bob Cabe. He suggests filing a lien so the machines don't disappear.

d. Forms & Policy Revisions. President Stacy Peery mentions these are loose ends. Perhaps she should send out an email with "form to review" and name of form. After comments and suggestions she would compile it and send out to board members for review and discussion at May meeting.

i. Review of the Association Rule Policy

1. Parking- parking pass policy read. Claire has questions about second registration fee. Wants clarification.

2. Recreational vehicles with trailer or boat
3. Guest policy
- ii. Review of the Association Request for Modification and/or Alteration to Unit Form Policy
 1. Owners directed that if you are doing work in your unit you **must** fill at a form.
 2. Need proper permits. Maybe redefine the form
 3. Treasurer Gary Plunkett wants to make clarification such as examples or specifics. Not all work requires great detail such as painting or cabinet work.
- iii. Review of the Association Armband Policy
 1. Owner Bob Cabe clarified that we do not regulate how many wristbands are given out at the front desk. Discussion ensued about how many armbands should be issued.
- iv. Review of the Association Owner Lounge Policy
 1. There is no calendar set up on the Association Website, it would cost \$600
- v. Review of the Association Parking Policy
- vi. Review of the Draft Trailer Registration Form
- vii. Review of the Draft Official Record Request Form
- viii. Storage Closet Lease Agreement (for Closets Only- Does not include 1st floor area)
 1. Only for storage unit on floors, not the commercial spaces on the first floor.
 - 2.

GM Claire Durham suggested Director Lisa Grayson help with the review of these form

8. Owner Comments pertaining to Agenda

- a. Designate a place closer to the street for those storage units in the parking lot

9. Adjournment:

John Shebel made a motion to adjourn. Seconded by Joy Cohen. Unanimous. The meeting adjourned at 8:22 PM.

Respectfully Submitted,
Secretary
Joy E. Cohen

Date