

The Summit Owners Association, Inc.

Board of Directors Meeting

July 10, 2024, 6:00PM CDT

8743 Thomas Dr. Panama City Beach, FL 32408

In the Owner's Lounge and by remote

MINUTES

Board Members Present: Stacy Peery, President

Board Members Present by Tele/video conference

Patrick Wood, Vice-President

Gary Plunkett, Treasurer

Joy Cohen, Secretary

Lisa Grayson, Director

Chad Nichols, Director

John Shebel, Director

Dennis Wallace, Director

General Manager attending: Claire Durham, CAM – GM

Owners Present: Chantel Coleman Unit 230

Amber Cornell 920

Al and Bilanna Feinstein 1332

Tom Stott 830

1. Call to Order:

The meeting was called to order by Stacy Peery at 6:03P

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.

Treasurer Gary Plunkett made a motion to move old business #6 up to #4 to be followed by the managers report and then to eliminate new business #7. Director Chad Nichols seconded the motion. Director Lisa Grayson wanted clarification about the timeshare listed on the agenda: was the pan to discuss time share issues or just to inform that there is a meeting on July 24 for timeshare? Director Lisa Grayson questioned whether there is a need to remove it. The motion passed with a roll call vote as follows:

Patrick Wood Yes

Joy Cohen Yes

Lisa Grayson	yes
Chad Nichols	yes
Gary Plunkett	yes
John Shebel	yes
Dennis Wallace	yes
Stacy Peery	yes

4. Old Business

a. Laundry Room

- i.** Multiple bids and options for washers/dryers were discussed. 2 quotes are beyond \$20,000. Lowes has option of stackable dryers as well as single dryers. GM Claire Durham asked Jack's opinion and he said it is really just what we want. We have the information on warranty and lead times. Currently we are charging \$1 for the dryers. The West laundry room is painted and has air-conditioning, as well as having been deep cleaned. It just needs the new machines. After the West is finished we will move onto East. Director Lisa Grayson asks about the floor needing work. GM Claire Durham responded that we don't have the original tiles anymore and would need to confirm that it is not a material alteration change. It would also be another project so maybe we should put the floor in as an off-season project. Our team on sight can handle it. Director Lisa Grayson says maybe that is the time to put a new floor in while laundry machines are out. There was a question asked about material alterations and Director Lisa Grayson says that you are replacing damaged floor and the material that is currently down now is no longer available so by necessity you can replace it and it is not considered a material alteration. General Manager Claire Durham suggested calling a flooring company and getting something close to the current floors, obtaining estimates, lead time etc. Do we want to move forward with washer and dryers or with replacing the floor first? Director John Shebel asked if there are any machines that charge higher than \$2. Perhaps it would be beneficial to postpone the decision until July 24 so we could look at other equipment and the flooring options.
- ii.** Director Lisa Grayson makes a motion to postpone the laundry room discussion until July 24: we need to compare apples to apples and look into the flooring. Director Gary Plunkett seconded the motion.
 - Director Claire Durham stated she is prepping for the annual meeting, and milestone inspection so she requested a board member to compare these quotes and present them at the next meeting as well as obtaining the flooring estimates after she gets the information on the square footage. Treasurer Gary Plunkett stated he would look at laundry room machine estimates. Director Lisa Grayson stated she can work on the flooring.

- Owner Al Feinstein thinks it is not right to spend that kind of money to purchase these machines when we can hire a company out of Tampa to put the machines in free of charge, maintain them and then do profit sharing. He had strong words about the other ideas. Treasurer Gary Plunkett checked and found that last year the non-working laundry mat made \$2167. Director John Shebel will work on the outsourcing of the laundry rooms.
- Director Lisa Grayson can modify the motion to say we will also look at outsourcing the laundry facilities. President Stacy Peery clarified that the motion just stated that the discussion just needed to be postponed so that wouldn't be necessary
- Owner John Carmichael wanted to know if Jack could install the gas dryers. Manager Claire Durham clarified that the answer is yes. There was also a question if the gas line in place is sufficient for what we are talking about doing. He also discussed a cost analysis comparing owning the equipment vs. vendor. Treasurer Gary Plunkett stated it would be somewhat difficult to make this comparative analysis since the laundry room has been down over the past 2 years.
- Owner Arthur suggested that we get something bigger so that larger items such as comforters could be laundered.
- The motion passed with a vote as follows

Dennis Wallace	yes
Lisa Grayson	yes
Dennis Wallace	yes
Gary Plunkett	yes
Chad Nichols	yes
Patrick Wood	yes
Stacy Peery	yes
Joy Cohen	yes

5. **Financial Update:** Treasurer Gary Plunkett gave a financial report update. He is currently doing a high level review. He is prepared to give us a proper review budget vs. actuals during the July 24 meeting which will include the first 6 months of the year.
 - a. See financial update dated 7/10/24 for more details
 - b. Owner Bob Cabe: Community Bank changed his interest rates and suggests that we make sure to check to make sure the bank has not dropped our interest rates

6. Manager Report

- a. Paver project pushing back to August. It needs to be done overnight or off season
- b. Working on annual meeting which will be on Sept 21, 2024. Information going out next week. 60-day notice must be made.
- c. Directors John Shebel and Chad Nichols working on RF
- d. Owner's reception is in the works and being finalized. Options include Grand Marlin, Bikini Bob's, and Hammerheads

- e. Working on the draft for student breaks
- f. Electrical room doors
 - i. Used to have large vents on these electrical room doors that are at each end, both on the backside of the east and west laundry room
 - ii. C Sharpe wanted the Association to pay for the doors and the install. President Stacy Peery has a message into MK Weber's office. She spoke with an assistant. C Sharpe didn't feel they made the error. They are willing to work with us. Director Chad Nichols feels we do not need to spend any more on a door because we have exposed wood in the electrical room. GM Claire Durham says the fire marshal has only made comments on the doors.
- g. Milestone inspection. We have received some quotes. GM Claire Durham is working with Director Dennis Wallace and they are meeting weekly. We are on track and she predicts we will meet the deadline
- h. Elevators
 - i. Elevator 4 did not pass inspection. There were 2 fails for life safety reasons. Cavinder got the necessary component and Hiller reprogrammed it. All was tested and going well. The new state inspection is Monday at 0900
 - ii. Cladding will be installed in August. We need a meeting date at the beginning of to discuss flooring of the elevators.
 - iii. There was a question about why the elevators are so so hot. The previous elevators had fans and vents. These elevators have fans that are working. We are asking them to double check. The question was asked if there was a way to install some vents
 - iv. GM Claire Durham is aware of the elevator headache. There is a 24-7 mobile phone for Cavinder's. GM Claire Durham stated that she has gone through each call and each item. She has asked Cavinder to come back and explore each floor on 2 and 3. Waiting on Elevator 4 to be up and running. The service report is not making sense. Call mobile guest services site phone.
- i. Trash had a backup. The Center motor went out and had to do it by hand. We are trying to find a new motor. We should thank the associates because they were shoveling this trash by hand.
- j. Photometric survey. GM Claire Durham explained that per the 1632 vacation ordinance, the owners had to submit the night swimming permit. When we got a copy stating we were not permitted for night swimming we thought it was an error. Historically this property has never been approved for night time swimming. GM Claire Durham clarified that neither she nor the board has made these requirements. Treasurer Gary Plunkett interjected that he didn't think this explanation was necessary. We are currently trying to obtain multiple quotes. To fix the lighting issues
- k. We will discuss the Timeshare division on July 24.
- l. Window World- management working to complete.
- m. Director Chad Nichols pointed out that on the pavers, companies were not bidding apples to apples. He asked if we are getting them to resubmit similar plans and make sure all the bidders are actually bidding on the same thing. GM Claire Durham has discussed this with them

- n. Owner John gave GM Claire Durham a verbal proposal May 21 about vendors putting in the poolside lights.

7. **New Business:** This was tabled per passed motion

8. **OWNER Comments, Concerns and Discussion**

- a. Owner John gave GM Claire Durham a verbal proposal May 21 about vendors putting in the poolside lights.
- b. Director Lisa Grayson asked GM Claire Durham about pool times. She was concerned because some signs say "TBA". GM Claire Durham responded that sunset time changes as we get into summer months. Director Lisa Grayson suggests putting "dusk" on the signs. GM Claire Durham explained that when she put dusk on the signs there was a lot of commentary about the definitions of dusk and sunset.
- c. Owner John C pointed out that the signs on the elevators are inconsistent and only the first floor have the right ones. Director John Shebel requested to clarify the times and have the signs changed immediately.
- d. Director Lisa Grayson wanted to know what material was being used to post the time. GM Claire Durham stated that duct tape and laminated paper have been used
- e. Owner Al Feinstein wanted to know if MK Weber had specified which doors. If they specified the wrong ones they are liable.
- f. The McCoy's inquired if we are going to charge Cavinder for running over the time allotted. The response was that currently the priority is to get the elevator up and running. Owner Bob Cabe added information about these potential charges
- g. An owner clarified that all the signs concerning the pool closing that were posted in the elevator actually have been changed.
- h. There was another owner inquiry about timeline of poolside lighting.

9. **Adjournment:**

Treasurer Gary Plunkett made a motion to adjourn. Seconded by Secretary Joy. Cohen Unanimous. The meeting adjourned at 7:52 PM.

Respectfully Submitted,
Secretary
Joy E. Cohen

Date

An Executive session called to order at 7:52 PM. No votes were taken. Director Lisa Grayson moved to adjourn the executive session at 9:10 PM.