

Hammock Dunes Owners Association, Inc.
Board of Administrators Special Meeting
May 17, 2021

Call to Order:

The duly noticed monthly Board Meeting was called to order by Mike Gill at 10:00 a.m.

Announcement:

Mike Gill announced to the members of the resignation of the Board President Mr. Ralph Dumke. Mr. Gill thanked Mr. Dumke for his time served as the Board of Directors President and acknowledge the work, time and effort he has provided during his time served.

Board Members Present:

Mike Gill, Margaret Colon, Lori Comeau, Beth Thomas, Hunt Hawkins, Mike Heller, Warren Crooks, Tom Culligan, Robert Neely and David Betsill.

Board Members Absent:

Marge Rooyakkers and Linda Steggerda

Community Management Present: Travis Houk, Craig Nisbett, Rosie Maisonet Southern States Management Group

A quorum was established. Members' Sign-In Sheet located in Association meeting file.

Approval of Minutes:

March 29, 2021
Board of Administrators Meeting Minutes

ON MOTION BY Margaret Colon seconded by Beth Thomas the Board voted to approve the March 29, 2021 Board of Administrators Meeting Minutes. Discussion held by Mike Heller to revise the minutes to specify the person by name on the minutes. With no second the motion was denied to revise the minutes and the minutes were approved by the majority. Mike Heller opposed, none abstained. Motion passed by majority as written.

April 19, 2021
Board of Administrators Meeting Minutes

ON MOTION BY Warren Crooks seconded by Margaret Colon to approve the April 19, 2021 Board of Administrators meeting minutes. Discussion held by Mike Heller to revise the last sentence on page 10 regarding Governing Issues. Discussion held by the Board. With no second the motion was denied to revise the minutes and the minutes were approved by the majority. Mike Heller opposed, none abstained. Motion passed by majority as written.

Hammock Dunes Club Administrator Committee Reports: by Robert Neely

- **Maintenance Committee – Reported by Travis Houk in the absence of Linda Steggerda.**
 - Updates per the monthly report – Updates will be reported at the next Board of Administrators meeting due to absence of Linda Steggerda.
 - T Roc's Home Remodeling, Maintenance Engineer, **VOTE**
Travis Houk reported on the vote regarding Thomas Rocco as the replacement of maintenance engineer due to the resignation of New Effects Painting and Pressure Cleaning. The Board discussed the terms of the hiring of the contractor to include 30 hours per week for the daily items needed for the HDOA. This is a 60-day probation period with a cancelation by either party with

an hourly cost increase. Margaret Colon informed the members that the funds are available to cover the cost increase as the position must be filled as needed as a contractor and not an employee.

ON MOTION BY Margaret Colon and seconded by Warren Crooks to approve the hiring of Mr. Rocco as an independent contractor. With no discussion, none opposed and none abstained the motion was passed unanimously.

- **Financial Committee – by Margaret Colon**

- Treasurer's report by Margaret Colon

Margaret Colon informed members of financial report included in the packet and with no items to discuss Ms. Colon moved forward to the items that require Board approval.

Change in finance Committee – add the Chair, Security & Emergency Response **VOTE**

Margaret Colon asked that this item be tabled until the June Board Administrators meeting. With all in agreement this item has been tabled.

Approve the digitalization of the DRC and Critical Files **VOTE**

Ms. Colon asked for a motion to digitalize over 400 DRC files from inception as well as about 60 additional files that are critical for the HDOA. These hard copy paper files are currently being stored at the SSMG Palm Coast office at El Camino. Total number of files to be digitalized will be 484 files with a cost of \$7.00 per file not to exceed \$18,000.00.

ON MOTION BY Margaret Colon and seconded by Lori Comeau to digitalize the files was made with no further discussion none opposed and none abstained. The Motion passed unanimously.

Insurance Renewal Approval, **VOTE**

Ms. Colon discussed the renewal of the insurance policy one of which had to be renewed in April for a total of 6 policies which include: worker comp, equipment breakdown, general liability, director/officer liability, umbrella & crime. The chart in attachment A included in the packet was referred to the members to identify the carriers and the carriers' rates. The policy coverage terms will continue consistently with the current coverage and will begin June 1, 2021 to May 31, 2022. Premiums are up 2.7% from the current policy however is lower than the approved budgeted amount. The total cost this year 2021/2022 is \$46,700.00 of which \$6,500.00 is paid Southern States for the 2 Camino facility coverage to remain consistent with the lease terms. The HDOA picks up \$32,000.00, Granada Estates picks up \$5,700.00, and Ocean Estates picks up \$2,700.00. which remains consistent since inception with the HDOA Documents. The May renewals come to \$32,831.00 vs a budget of \$34,289.00.

ON MOTION BY Margaret Colon and seconded by Lori Comeau to approve the renewal of the coverages at a cost not to exceed \$33,000.00. With one additional item to discuss as the property wind coverage was renewed due to the default of the carrier, the broker is attempting to replace that coverage that expires on May 31, 2021 to remain consistent with the rest of the policies. Margaret Colon revised her motion to include that upon the finalization of the renewal policies terms not to exceed \$7,800.00. which is consistent with the budget and will bring all of the policies to a May 31st date. no further discussion none opposed none abstained the motion passed unanimously.

Approve Allowance for Doubtful Accounts, **VOTE**

Margaret Colon asked that this item be tabled until the June Board Administrators meeting. With all in agreement this item has been tabled.

- **Community Planning Committee – by Margaret Colon**

Margret Colon discussed the electronic voting team will hold their meeting this coming Wednesday, May 19, 2021 chaired by Linda and Margaret as well as seven community members who are involved. More to come at the June Board of Administrators meeting.

- **Communications & Community Relations - by Tom Culligan**

Tom reported on the following: May items to be communicated are the Electronic voting as mentioned by Margaret Colon, the real estate's update has been delayed until June. Covid report continue to be distributed with highlights and weekly updates. As of today, there are no new deaths within the last 4 weeks. Mr. Culligan is looking into sending updates on key summary items that has happened to remain consistent on a week-by-week basis to keep the members updated.

- **Social Committee – by Warren Crooks**

Mr. Crooks reported that the committee met on May 7, 2021 and reviewed the success of the Audubon Trail event. Expenditures for the event were slightly less than \$500.00. Items remaining will be used for future events. The Beach Party event will be held on May 26, 2021. An email blast was sent to the residents. A food truck will not be provided due to staffing matters. The Committee will discuss providing light food items and water and soft drinks. Residents can bring their own meals and drinks if they want to. Another new event was discussed to be held at the Club on June 24, 2021. More information will be provided at the next Board of Administrators meeting. Also discussed future events. More information to come in the upcoming future. The next Social Committee meeting is scheduled for June 4, 2021.

- **Security & Emergency Response Committee – by Beth Thomas**

Beth Thomas discussed the following: Beth requested to remove the agenda item listed to be voted on as the Hammock Dunes Certified Real estate agent **VOTE**
This line item has been removed as no further action is required.

- **Securitas Personnel Pay Increase – by Beth Thomas**

Beth Thomas discussed the following: Beth requested to table this item until the next Board of Administrators meeting in June as Securitas provided new personnel pay increase of \$4,000.00 more than the original agreement. More to be discussed before presenting the final increase amount to the Bard.

- **Design Review Committee – by Lori Comeau**

Lori Comeau reported the resignation of Amy Upchurch from the Design Review committee and asked for a vote to add Virginia Dunn-Mulligan to the committee.

ON MOTION BY Lori Comeau and seconded by Margaret Colon to **VOTE** Virginia Dunn-Mulligan to replace Amy Upchurch as the Design Review Committee. With no further discussion none opposed and none abstained. The Motion passed unanimously.

- **FPL Committee – by Travis Houk**

Travis Houk requested that this item be tabled at this time due to the resignation of Ralph Dumke. More information will be provided at the next Board of Administrators meeting in June.

- **HD Shoreline Management Committee – by Mike Gill as Ralph Dumke resigned and John was not available to provide report.**

Mike Gill reported that no updates were available at this time due to the resignation of Ralph Dumke. More information will be provided at the next Board of Administrators meeting in June.

ON MOTION BY Mike Gill and seconded by Hunt Hawkins to **VOTE** Beth Thomas to replace Ralph Dumke as Chair of the HDSMC. With no further discussion none opposed and none abstained. The Motion passed unanimously.

- **Flagler County Workshop, May 20, 2021, 6pm – by Mike Gill**
Mike Gill discussed this item as an informational item only. The Shoreline public workshop will be available in person. The County will make a presentation on behalf of the HDOAs continual support to with the county.
- **Association Updates/Discussion – by Mike Gill.**
None of the items required immediate action. Mike Gill asked for a motion to table the following items until the next Board of Administrators meeting in June.

ON MOTION BY Warren Crooks and seconded by Hunt Hawkins to table the following items:

1. **Certificate of Fifth Amendment to Declaration of Protective Covenants**
2. **Resolution Regarding Audio/Video Recording, Retention & Inspection Policy**
3. **Proposed Amendment to the Bylaws Board Vacancy**
4. **Use of Electronic Voting for Replacement of Administrators within their term**

With no further discussion none opposed and none abstained. The Motion passed unanimously and the items were tabled.

- **Manager’s Report – by Travis Houk**
Travis provided a manager report to the BOD packet and reported on the following: Palm Coast office at 2 Camino del Mar has begun a soft opening of the office in May. We are officially open for business. Committee meetings have resumed in the office conference room which must be scheduled by management. Nothing further items to discuss. No questions were presented to Travis by the members.

- **New Business**

- Executive Committee – Discussion by Mike Gill. Mr. Gill informed the members of the positions and their responsibility of the committee members. Question and discussion by Mike Heller regarding legal counsel made by the executive committee members and the authority they hold to make decisions on behalf of the Board.
- In Person Board Meetings/Committee Meetings Again, Timeframe/Criteria, **VOTE**
Mike Gill asked that this item be tabled until the next Board of Admittatures Meeting in June.

ON MOTION BY Hunt Hawkins and seconded by Margaret Colon to table the item until the next Board of Administrators meeting in June. With no further discussion none opposed and none abstained. The Motion passed unanimously.

- **Audience Comments**

The floor was open to the audience for comments. There were no comments received.

- **Adjournment**

ON MOTION BY Warren Crooks and seconded by Margaret Colon the May 17, 2021 Board of Directors meeting was adjourned at 11:05am.

The next meeting will be held on Monday, May 21, 2021