

**THE RIVERVIEW ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**10:30 am, 17 Aug. 2023**

**Attendees:** President Jill Hershfield, Vice President John McGowan, Treasurer Jone Flanders, Directors Ken Altergott (via phone), Mike Palladino and Charles Zajaczkowski

Jill H called the meeting to order at 9:33

- 1. Determination of Quorum:** 6 of 7 Directors present.
- 2. Proof of Notice of Meeting:** Notice posted on 15 Aug and emails sent on 15 Aug.
- 3. Approval Minutes:** Motion to approve 21 June and 13 July Board Meeting Minutes by Jill, Seconded by Charles. Vote: Unanimous

**COMMITTEE REPORTS**

**1. Status of Management Interviews** (Lisa Kelley)

Bids from 5 companies were received. Services and policies of the management companies were summarized on a spreadsheet. Followed up on four. Lisa, Jill, Jack, and Charles interviewed and narrowed the choice to two companies, Elite and Associa Gulf Coast. The organization and services provided by these two companies were described by Lisa in detail. Jone and Jill commented on the pros and cons of small versus big companies. Board decided to vote to choose a management company at the next meeting.

**2. Financial** (Jone and Charles)

- a. **Year to Date** (Charles) Preliminary year-to-date financial report through May 2023 was reported. We are \$5,700 below budget. Milestone Inspection costs will appear later in the budget.
- b. **Our 2022 taxes** (Jone) were being filed this week. Extension was filed on time in April, 2022 so there will be no penalty for filing taxes now. Bills that are due are being addressed and paid. Arrangements are being made to set up a payment plan with an owner who has financial constraints to pay association fees (as it was done in 2016).

**c. Unbudgeted expenses**

(i) **Building Insurance Expense:** (Charles) Unbudgeted items. Insurance costs have gone up considerably. Our insurance costs have doubled. We budgeted about \$69K and that should be adequate. Our insurance needs will be reviewed, and the needed insurance will be obtained.

(ii) **Shingles.** The shingles are not a part of the roof reserve, they are a separate item. A separate reserve item for shingles needs to be included in the future budget. Carport roof was replaced 15 years ago, so an item needs to be included in the budget for it in the reserves. One other big item that is being considered for the reserve is the trash shoot.

(iii) **Building Repairs:** Funds needed for building repairs have already been budgeted and no new items are under consideration now.

**3. Maintenance (Jack and Mike)**

- a. Building Painting and Repairs. Balconies on the west side of the building needed more work. A lot of crack repairs are being done on the building.
- b. Jack is working on with the police to get “No Trespassing” signs and other jobs in the building
- c. Shingles: Work on the shingles is expected to begin in about two weeks

**OLD BUSINESS**

1. **Building Safety:** For building safety, every owner is issued two keys. Only for emergency or exceptional situations are additional key(s) issued. This has been the practice for many years because of building safety issues the Association had to address in the past.

2. **Update by Bill Munyan:** Painting and sealing of the north and west sides of the building has been completed. The south side is partially done. West side stucco had several areas that needed repairs. It might take a week to finish the south side then another week for the east side of the building. Not much stucco work was needed. Building in general is in sound condition, just needed some stucco work and caulking around windows had to be redone.

3. Water Leaks 04 stack: Jone commented on the water coming down from the roof in the 04 line and wanted to make sure that it was not missed. The roof repairs are done by another part of Munyan company and Frank Munyan will address questions about the roof. A 10-year labor and material warranty will be issued when work is completed. The warranty recommends some preventive maintenance such as periodically washing the building.

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4. Hurricane (Jill): In preparation for the hurricane, we need someone monitoring each floor to make sure everyone on that floor is safe and can communicate with their families etc. The Board will not be involved in these resident measures. The Board will be responsible for securing the building itself.

### **NEW BUSINESS**

**Parking lot** (Mike): Information is being gathered to redo the front parking area and the driveway in the back. Two companies have been contacted and the cost will be about \$57,000 and we have \$66,000 in our reserves for it. Currently looking for more competitive bids. Work cannot start till the work on the building, including the shingles is completed.

**Motion** **Once the all the competitive bids are received and distributed to the board, Mike, Charles and Jack can make the decision and move ahead with redoing the front parking and the rear driveway.**

**Motion made by Jill, Seconded by Mike. Passed by unanimous vote.**

### **OWNERS COMMENTS:**

Tom: If the expense for repaving the parking lot and the driveway is less than the \$66,000, what happens to the excess amount? Charles: The extra amount will remain in the reserve and may be reallocated.

Ken: Redoing the paving needs to be such a way that existing cracks will not reappear. Charles, Mike and Jack will talk to the contractor about it.

Brian Casey: Will repaving affect the plant watering system in the front parking lot? Charles: That will be addressed.

Tom: How will the payments and bank accounts be handled by the new management? Charles: Management will pay all the expected items in the budget; any additional item will be brought to the attention of the Treasurer and the Board.

Tom: What is the status of the Audit? Charles: We have not much cooperation from All Florida Services (AFS). Legal options are to take AFS to small claims court. However, Charles went through all the available records and found no irregularities and gave the ledger to the CPA who is working on the audit.

Tom: Flood insurance for the building is not necessary. Can we save money by dropping flood insurance? Charles and Jone are looking into this issue and getting a second opinion.

### **ADJOURN TO SPECIAL ASSESSMENT MEETING**

Motion to adjourn by Mike seconded by Jone. Vote: Unanimous

Meeting adjourned at 10:40.