

BOARD MEETING MINUTES, 31 AUG 2023

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

**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 10:30

**1. Determination of Quorum:** 6 of 7 directors present.

**2. Proof of Notice of Meeting:** Notice posted and emails sent on 14<sup>th</sup> August.

**COMMITTEE REPORTS**

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

**a. Building Envelope, Carport and Doors:** Power washing and painting of the carport will begin next week, September 4th. The unit doors and railing along with carport will be completed this week.

**b. Shingles:** Plans are to begin replacing the building shingles the first or second week of September. It was announced that the shingles were never part of the roof reserves, and that they need to be funded separately.

**2. Finance**

**a. Special Assessment:** More than 51% of owners voted for the special assessment of \$132,000. Owners will receive an invoice this coming week with a table for determining your amount. **The due date is now November 15, 2023.** (Building work bills are being paid as received)

**b. Building:** Painting and repair-bills are being paid as received

**c. Carport Fees:** Fees for the carport were not collected. Carport fees will cover carport insurance plus reserve for roof and shingles of the maintenance of the carport. That amount will be around \$412 per year, and its implementation will be discussed at the next meeting.

**3. Management Company** (Lisa)

**a.** The committee recommends Associa Gulf Coast. Attached are their answers to our RFP. Expected to begin in October.

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*Motion* to hire Associa Gulf Coast as our management company

Motion made by Jone, Seconded by Charles. Passed by unanimous vote.

**b.** Charles and Jill will be the main ones to contact the management company during the transition.

**4. Unit Compliance:** Checks will be done in units that have done renovations recently. They will be done by the new management company.

### NEW BUSINESS

**1. Front Parking Lot and Back Driveway:** Mike will have three solid bids for asphaltting.

#### **2. Treasurer Position**

**Joan Flanders, resigned as Treasurer and immediately Motioned that Charles Zajackowski be elected as treasurer, Jill seconded the motion, and there was no discussion/ questions from the HOA owners. Vote was unanimous in favor**

**Beginning September 1st, Charles will be the Treasurer. Jone will remain on the board as a director.**

### OWNER COMMENTS:

Greg on behalf of Debbie Pancake, wanted clarification regarding the special assessment. Requests payment plan for the special assessment.

Fred: Thanked the committee for doing a good job.

### ADJOURNMENT

#### **Motion to adjourn**

Meeting Adjourned by Jill at 11:05 without a motion.

RFP	REP RESPONSE
Importance	Associa Gulf Coast
On-site 2X/mo	Y
Bank & Banking Investments	They use Partner Banks that give them an on-line payment system. Investments in money market accounts 4% or better with surety bonds
Maintenance Software & Redbook	TownSQ app
Depth of Organization	St. Pete and there satellite Sarasota (we would be supported off Fruitville) office combine for close to 200 employees, we have over 4,000 employees company wide. We are part of the largest management firm.
Location	Sarasota
Newsletter	Y
Association Roster	Y
Properties Managed	a lot multiple CAMS
BlueBook - orientation	I would assume if the book required minor updates and modifications, 3 hours of out-of-scope CAMI billable hours (\$300.00) should be sufficient. Having not seen the details of the project.
RedBook - maintenance	same as above
setup fee, weekly on-site for a few weeks to manage contractors and finish Redbook & BlueBook	waived
monthly fee, includes added meetings (6 plus annual & budget), newsletter, etc.	\$1,747 includes 5 meetings, plus annual and budget
start date	Sept/Oct
term & termination	1yr, minimum is 90 days prior to renewal
References	Y
RFP response	Y
BBB rating/reviews	A+ multiple complaints
Maintenance	They have general maintenance services send a crew of two people out, 2 hour minimum \$65 per hour total for both. They have general cleaning services for \$35 per hour minimum 2 hours.
Interview notes	<p>Nicholas is the Business Dev Manager 20 years experience, LCAM, LIC Broker, Annette Byrd President of Operations LCAM been there 1 year 5 months was at Real Manage 2 years, prior to that in Indiana at an management company 4 years and a VP at Assoc Chicago 2 years Linda Chapman is ideal for your CAM she came over from Argus <a href="https://www.linkedin.com/in/lindazchapman">https://www.linkedin.com/in/lindazchapman</a></p> <p>Tania Fox heads the office staff who will support your association. <a href="https://www.linkedin.com/in/tania-fox-24285622">https://www.linkedin.com/in/tania-fox-24285622</a></p> <p>I am always available, we have a huge team and do not leave CAMs on an island, regardless of experience.</p>
reference recently transitioned	<p>Casa Playa Condominium (Pass Grille) David Schleifer david@schlaifer.net</p> <p>Starboard Tower (Clearwater) Ed Zaleski ezaleski@urgrad.rochester.edu</p> <p>Crescent Beach Club (Clearwater) Edward Rogers edcbcbboard@gmail.com</p>
other references	
other references	