

Savoy on Palm Condominium Association, Inc.  
Board of Directors Meeting  
June 7, 2007 Minutes

The Board of Directors Meeting was held June 7, 2007 on the Third Floor of the Savoy on Palm Condominium Association at 401 South Palm Avenue, Sarasota, FL 34236 in accordance with Proper Proof of Notice. The Directors present were Peter Fanning, Wayne Ruben, Morton Siegel and Robert Lindeman. George Hawley was present via teleconference call. Thomas Richardson and Suzanne Peck were present representing Beth Callans Management Corporation.

#### Call to Order

Mr. Fanning called the meeting to order at 9:05 a.m..

#### Confirmation of Proper Proof of Notice

Mr. Richardson stated that Proper Proof of Notice was posted according to Florida Statute.

#### Determination of a Quorum

Mr. Fanning noted that a quorum was established with all Board Members present.

#### Reading and Approval of Minutes

Mr. Fanning deferred the reading and approval of minutes until the July Board Meeting.

#### President's Report

Mr. Fanning deferred comments at this time to allow Mr. Wayne Ruben to present guest speakers and move to the Turnover Committee Report.

#### Committee Reports

##### **Turnover Committee Report – Wayne Ruben**

Mr. Ruben introduced Steve Brown from Aladdin Ward Electric. Mr. Brown stated there were two primary challenges they had faced with the electrical installation at The Savoy on Palm.

1. There was new electrical technology installed in the bedrooms of the building that addressed arc faults, and this technology was not completely debugged. This came about as a result of a study done by the NFPA that found most fires start in the bedroom area. This new arc fault technology detects arcs prior to occurring and trips the breaker. This was currently being corrected.
2. The labeling of electrical panels was incomplete and work was to commence within a week. The work was to be coordinated through the Concierge Desk.

Mr. Ruben stressed that it was critically important that management and owners remain in full compliance with warranty requirements. Several comments were made concerning specific problem areas such as tree lights not working and lights inoperable in the front of the building. Aladdin Ward indicated they were aware of these problems and they were being addressed. Mr. Fanning requested that owners report any problematic areas to the concierge desk and the concierge would send in a warranty request or work request for maintenance to correct.

Mr. Brown mentioned that some owners were doing wiring outside of Aladdin Ward and that it was important the all contractors be aware of the new type of wiring that was installed in the building so as not to cause electrical problems or life safety situations. The outside contractors should coordinate with Aladdin Ward.

Mr. Ruben introduced Bob Crain of Crain Engineering. Mr. Crain indicated that he was about 90% complete with his engineering study of the building and hoped to have a final report in the next three weeks. His preliminary report showed some items that were on the plans but not in the building as well as deviation in workmanship. There were a myriad number of situations yet to be resolved between Turner Construction and the Developer. Mr. Crain noted the building had more electrical issues than normal; many changes were made “on the run” and were “red line changes” that presented possible hazards. Mr. Ruben stated that a scope of work should be created to “wring out” the wiring prior to labeling of circuits in the electrical panels and requested that Bob Crain and the ownership and management participate in the procedure and follow up with Aladdin Ward. It was noted that Aladdin Ward needed to provide an outline of the specification of the building for future reference for the Association as well as outside contractors. Mr. Crain stated there was nothing structurally alarming with the building.

Mr. Ruben commented that he, Mr. Siegel and Mr. Fanning attended a meeting held at Becker & Poliakoff that addressed turnover from developer to the association. Areas discussed included how to properly report situations and that patience was critical. The contractor has 90 to 120 days of “quiet time” to determine how to resolve or handle a particular problem. This time is dictated by statute. Mr. Siegel relayed how important it was to keep in mind to not take measures that would possibly void warranties or take Turner Construction or the Developer off the hook. Mr. Ruben reported that Bob Crain had located several soft spots in the roof and requested the Association to approve an infrared scan of the roof. ***Mr. Ruben motioned that the Board of Directors approve a \$975 expense for an infrared report on the roof and charge it to the Turnover Account; Mr. Siegel duly seconded the motion and it carried unanimously.***

## Treasurer's / Budget and Finance Committee Report

Mr. Siegel deferred to Nancy Lindeman, Chair of the Finance Committee for a report to the Board of Directors.

Ms. Lindeman reported that the committee met on May 9, 2007. Mr. Fanning was unable to be present. Mr. Richardson reviewed the financial report line by line and it appeared that certain line items may be over budgeted resulting in an excess of possibly \$25,000. Those line items expected to come in under budget are insurance, trash recycling and security monitoring. Ms. Lindeman stated that the committee discussed staffing matters relating to maintenance, concierge coverage and custodial / housekeeping. It was the recommendation of the committee that the desk be covered from 7:00 a.m. to 6:00 p.m. Monday through Friday, 8:00 a.m. to 4:00 p.m. on Saturday and 10:00 a.m. to 6:00 p.m. on Sunday. Furthermore, Jim Tryner would move into full time maintenance Monday through Friday with limited coverage on the concierge desk from 7:00 a.m. to 10:00 a.m. In addition, it was the goal to reduce the number of custodial hours.

Mr. Richardson introduced Mike Giller, V.P. of Operations for Beth Callans Management. Mr. Giller outlined the duties for which Jim Tryner would be responsible and discussed the custodial position.

Mr. Ruben commented that cleanliness and the appearance of the building were extremely important. He stated that it was critical that logs be kept of all vendors and that it was necessary to follow up with vendors to insure quality and adherence to contracts.

Mr. Siegel had some concerns with Jim Tryner regarding his initiative to follow through and hold vendors to their contractual arrangements.

Mr. Hawley felt that contracts identified the terms and the specificity of the job description of a vendor maintenance person. That, along with current software systems, should be sufficient to determine proper maintenance performance. Beth Callans Management should have similar job requirements for on-site maintenance. Mr. Hawley suggested that an owner be appointed to be an overseer of property maintenance.

Mr. Fanning suggested appointing one person from the three (3) major committees of Facilities, Life Safety and Turnover. These appointed individuals would consist of the owner committee to oversee property maintenance.

The Board of Directors approved the position of maintenance as recommended by the Budget Committee with the evening concierge position ending at 6:00 p.m..

There was a question as to whether the sealing of the second floor garage was completed correctly. Mr. Siegel indicated that Floria, LLC had committed five thousand (\$5,000) dollars for sealing the first floor and that a letter should be sent by the Board of Directors concerning the second floor garage and whether the offer for the first floor garage was sufficient.

The painting of the garage was discussed. Mr. Siegel recommended that the Board act now to protect the building by painting the walls, ceiling and pipes and approve the project for the Fall. Mr. Ruben requested the Committee earmark the dollars for the project.

Ms. Lindeman continued her report as attached. At the end of the report, there was considerable discussion and Mr. Fanning motioned that the Board of Directors approve a special assessment in the amount of \$84,000 to cover the Budget Committee recommendations, with the exception of the painting and sealing of the garage, and that the amount be pro-rated to each unit as stipulated in the documents. Mr. Ruben duly seconded the motion and it carried with four Board Members voting in favor of the motion and Mr. Hawley voting against the motion.

#### President's Report (continued)

Mr. Fanning reported the Savoy Medallions for the gates would be installed in two weeks.

The Key FOB System for the elevators had been repaired and would be turned on tomorrow morning at 7:00 a.m.. AES indicated that they could shut off the penthouse floor; both owners and concierge would need to monitor the contractors.

There was discussion as to whether or not to use the unprotected elevator during the day. The vote was 3-2 to leave the elevator out of service until the contractors were further along with their work.

Mr. Fanning commented that the "egg crate" covers for the common area lighting were to be installed next Wednesday.

Mr. Fanning stated that the garage was considered a public parking area by the City and that the fans must vent at all times. It was noted that the individual garages had an "on/off" switch as well as a speed control.

Mr. Fanning reminded everyone that the Guest Suite drawing for the next holiday would be June 15, 2007.

It was determined that the tile in the corridor did not have a moisture problem.

Individual gas bills would be sent out to residents in June.

## Committee Reports (continued)

### **Facilities Committee**

Ms. Lareau had a written report which was accepted by the Board to be attached as part of the minutes. She highlighted a few important aspects of the report, including signage for the property.

### **Rules & Procedures Committee**

There was no report at this time.

### **Life Safety Committee**

Mr. Doery stated that he had met with two companies concerning the need to increase the capacity of the generator. It was determined that 852 gallons of fuel would be needed to operate the generator for five (5) days.

One defibrillator has been purchased and is currently on site. Mr. Lindeman gave a short demonstration as to the ease of operation.

Energy savings and lighting has been a work in progress. There was no further report at this time.

Mr. Richardson and Mr. Doery had reviewed the HVAC proposals. Mr. Fanning requested that the Board authorize the President to sign the contract. All Board members agreed.

### **Social Committee**

Mr. Fanning announced that Betsy Cole had agreed to Chair the Social Committee. There was no report at this time.

### **Grievance Committee**

Mr. Fanning stated that the committee had met to review an incident that had happened in the garage. Mr. Lindeman expressed concern as to the sensitivity of incidents and that people on the committee should not discuss circumstances with anyone outside the committee, including spouses.

### **Beth Callans Management Report**

Mr. Richardson stated that the Savoy on Palm insurance policy was to be renewed the end of June. He was obtaining a quote from Brown & Brown as well as Atlas Insurance Agency. The Board approved renewal as long as it was within the budget.

Mr. Ruben commented that there should be a key protocol established and that the Grand Master should be under lock and key and not be carried around the building by the concierge. Mr. Richardson concurred and stated he would follow up with the staff.

### Old Business

Mr. Kidd thanked the Board of Directors for their hard work on behalf of all residents.

### New Business

No new business to report.

### Owners Comments

- The Water Wall just outside the Fitness Room should be cleaned once a week.
- The storage room where the washer is located should be cleaned and organized.
- The back gate lock should be a deadbolt.
- Kleenex needs to be placed in the restroom.
- Fitness Room thermostat: Fred Doery has programmed the thermostat for 76 degrees. It was requested that it be set at 72 degrees at 5:30a.m.
- Remove the Cable Box in the Fitness Room and Club Room. Mr. Richardson stated that Jim Tryner was in the process of doing so.
- A key pad was needed for the garage door to facilitate exit and entry for pedestrian traffic.

### Adjournment

There being no further business, Mr. Lindeman motioned that the Board of Directors Meeting be adjourned at 1:10 p.m.. Mr. Ruben duly seconded the motion and it carried unanimously.

Respectfully Submitted,

Thomas L. Richardson, LCAM  
Beth Callans Management Corporation