



NOTICE OF MEETING OF THE BOARD OF DIRECTORS

Date: February 2025 BOD meeting

Time: February 6, 2025, 2 PM ET

Call to Order

1. Proof of Notice
2. Board Roll Call (establish quorum)
3. Approval of December 10, 2024, BOD Meeting Minutes
4. Attachments.
 - a. December 10, 2024, Meeting Minutes Of The Board Of Directors
 - b. Proposed Policy - BBC Community Security & Video Surveillance
 - c. Common Room Security Deposit and Waiver Form for Renters
 - d. Southwest BBQ Patio
5. Reports:
 - a. President
 - i. Structural Integrity, Milestone and Reserve Studies pending
 - ii. Scour wall and sea wall
 - iii. Walkover for the Retaining wall
 - iv. Building walkway tiles
 - v. Courtyard pavers and plantings
 - vi. Front gate
 - vii. Pool repairs
 - viii. Pool House
 - ix. Round About
 - b. Vice President
 - i. Building concrete restoration and painting
 - ii. Hands Free access
 - c. Treasurer Report
 - i. Doors/Windows invoices HWS
 - ii. Insurance payments
 - d. Manager Report
6. Old Business:

Motion to affirm the following Purchases, Contracts and/or Agreements

1. Purchase from A&K Enterprise of Manatee "Dockside Collection" Commercial-Grade Sling Furniture Armless Chaise (45) Lounge Chairs and (14) Punch Top Side 26,897.10
2. Purchase of three Polywood NAUTICAL FOLDING CHAIR 5-PIECE ROUND DINING SET and three 9' TILT MARKET UMBRELLA & BASE for swimming pool \$7,036.
3. FitRev Proposal for one Octane Recumbent Elliptical \$5,695.
4. Guy Plastering Inc Garage Chase Proposal in the amount of \$475/chase (24 chases).
5. Greg Orick Marine Change Order Seawall Cap Demolition and rebuild of seawall cap \$38,045
6. Landscape Florida Proposal "To Upgrade the Irrigation System and Controller to Accommodate Shut Down System Automatically when Breaks Occur Outside of Normal Operating Time Frames. \$6,870
7. PBS Proposal for Removal of the Pump House Building \$26,100
8. TW Kelley Proposals for A ,C, D Building Restroom Repairs COST PLUS 15%

7. New Business: Discussion

- a. Policy - BBC Community Security & Video Surveillance
- b. Common Room Security Deposit and Waiver Form for Renters
- c. Preparing for an Owner vote on sale 126
- d. Parking Lot planning
- e. Southwest BBQ Patio

f. Owner Submitted Questions

8. Adjournment



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December BOD meeting, Tuesday December 10, 2024, 12:00 PM ET

1. Meeting was called to order at 12:02 PM ET (~ 55 members present via zoom)
2. Proof of Notice – confirmed 6 December 2024.
3. Board Roll Call and determination of a quorum – All BOD present, Quorum determined.
4. Approval of October 24, 2024, BOD Meeting Minutes - **Approved**
5. Board Reports:
 - a. President Harlen Stueven
 - i. Pool repairs: Fencing mid-December; Ordered pumps, filters, heat pumps, and signage. Repaired coping and waterline tile. Restroom in E building nearly complete. Estimated completion end of December, early January.
 - ii. Scour wall and sea wall: Scour wall (steel panels 10ft deep) nearly done in front of A.
 - iii. Common rooms restoration: Most of the repairs have been made to common rooms. Working on base boards, and painting. Fitness room floor is being replaced, expected this week. Fitness Room equipment has been sent out for repair, hope to salvage all equipment.
 - iv. Landscape Betterment Plan: Required by City of Bonita Springs. Available in office, working to put on BBC website.
 - v. 'Owner Account Online Payments': Please use, BBC owned. Thanks to Anne Marie working this issue. Reminder that data is approximately 2 weeks behind. If owner uses a credit card, an additional fee will be collected. No charge for ACH. Anne Marie will provide the amount of the fee at a later date.
 - b. Vice President Adam Lysinski
 - i. Building concrete restoration and painting nearly complete on Buildings B, D. Will be moving to Buildings A, E. BBC needs to complete this in order comply with state law, and to qualify for reduced insurance premium.
 - ii. Hands free access – Unique codes for each owner (software may allow owner to select own code). Don't have software yet. Will be common rooms, gate, etc.
 - c. Treasurer Report
 - i. Special Assessment was for Hurricane Helene has been invoiced. It did not cover the cost of Milton.
 - ii. Doors/Windows invoices HWS: Many questions on the amount of the invoice. Differences resulted to different scope of work, so may have been higher than expected. (One example, the entire door frame needed to be rebuilt). Please pay these as soon as possible, nearly 450k outstanding.

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- iii. Increased quarterly: The quarterly due is higher for last 3 quarters, as the first quarter dues were sent out prior to annual budget / operating reserves were completed and approved. Overall a 5.1% increase for the year.
- iv. All invoicing is now electronic (sent to registered owner email). Invoice is attachment. Encourage use of click pay.
- v. Locker invoicing – Lockers were invoiced in October for FY2024 (behind). Lockers were invoiced in November for FY2025. Not a duplicate invoice, invoicing was behind for FY2024.

6. Old Business:

Motion to affirm the following Contracts and/or Agreements approved since October 2024 BOD meeting: - **APPROVED**

- a. Finishings by Baker “Remove Sand and Debris from Pool from Hurricanes Helene and Milton” \$41,700. 75% cleanup done after Hurricane Helene then Milton so this is for both hurricanes.
- b. Finishings by Baker ‘Hurricane Helene and Milton Equipment replacement’ for \$10,123.68
- c. Symbiont Pool material and labor to replace heat pumps (4) 61,672.
- d. Blue Landscape material and labor for “Replacing the fencing wrecked during hurricane Milton” \$18,350.
- e. Landscape Florida “Perform Plant Installation For Sections A, B, C, D” post hurricanes. \$46,458.25
- f. FitRev quote for \$8000 for ‘pickup, cleanup and delivery of equipment and for quote for materials and labor for replacement of damaged electronics and parts’ \$12,762.48
- g. Skampa Estimate for Fitness room epoxy floor \$8400.
- h. Courtco ‘Reinstall approximately 240 linear feet of fencing to the tennis and pickleball courts’ \$2,810.
- i. Scott Systems Seawall interior “Finger Joint #155A Master Form liners” \$11,780.60
- j. Landscape Florida “install landscape and irrigation in the BBQ area” \$5,020.50
- k. Purchase of Polywood Adirondack chairs (6) and picnic tables (6) \$12,000.43
- l. Lassiter Electric “Demo services of pump house building electric to facilitate removal of pump house. \$5,002.59
- m. Socotec Engineering Structural Integrity Reserve Study \$8,500

7. New Business:

- a. Motion to approve proposed contract and updated CAM Solutions for “Association Management Services” - **APPROVED**
 - i. Chris will be CAM effective January 2025 if licensed. Dennis will serve as Senior Property Manager consultant, Administrative Assistant. May hire administrative assistant.

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- b. Motion to approve contract with T. W. Kelley Custom Builders for “Building C Restroom Remodeling Agreements in the amount of Cost plus 15%”. Same contract as buildings A&E – **APPROVED**.
- c. Motion to approve the PBS change order for the Gate Entry to include “Entrance Right of Way (ROW) Construction \$194, 940. **APPROVED**. Note this is external to gate, includes curb, pavement (think of the circle at our entrance).
- d. Motion to approve the PBS contract (offered as a change order) for “demolition and removal of the pump assembly and the pump house” \$26,100 – **APPROVED**.
 - i. Pump house nonfunctional. In opinion of our Civil Engineer needs to be removed and underground drainage repaired to exclude pump house.
- e. Motion to present to ownership a vote for proposed bylaws change to “simplify the minimum number of votes needed for a material alteration to 66% of the total voting interests”. This amendment will require 131 favorable votes to prevail except for REAL Property (such as unit 126) which will still require 75% of owners - **APPROVED**.
- f. Motion to approve proposed updates and modifications to the Amended and Restated Rules and Regulations *SUBJECT to following change: Section 4.9 – level of noise should be respectful.* - **APPROVED**
 - i. Updates included name changes to our common rooms, changes to processes such as gate and common facility access; simplifying procedures such as owner room reservations, deposits and cleaning; softening restrictions such as length of time allowed for parking. Pool house hours sunrise to 10 PM. Harlen mentioned the law allows the association to set different hours of operation for the deck / Pool house than the pool.
 - ii. Exhibit A Rules and Regulation Fees will address different fees, and can be updated as needed.

8. Discussion

- a. Walkover options for the Retaining wall – The retaining wall will be 42” wall above the sidewalk parallel to the beach. Researching options for beach access: a doorway is not feasible, maybe able to have a gradual ramp up to the top of the retaining wall. Still working beach access ideas.
- b. Discussed Rental vs sale of 126 and respective timing.
 - i. Selling timing to maximize sale price.
 - ii. Unit should be complete by mid-January.
 - iii. Renting would require outfitting the unit.
 - iv. May offer current owner’s option to buy before going with real estate professional.
 - v. Commission range is 0-6%.
 - vi. Selling unit requires a vote – 75% affirmative to proceed with sale.
 - vii. Will work on getting a comp analysis on value of property.
- c. The BOD welcomes more comments and suggestions via email.

9. Adjournment - 1:25 PM ET



Common Room Security Deposit and Waiver Form for Renters

Renter's Name: _____

Unit Number: _____

Lease Dates: _____

Phone Number: _____

Email Address: _____

The Bonita Beach Club Condominium Association (hereinafter referred to as "the Association") requires a refundable security deposit for renters to ensure the proper use and care of the Common Room facilities. This waiver outlines the terms and conditions for the deposit and the renter's use of these amenities.

Terms and Conditions

1. Security Deposit Amount:

A \$500 credit card hold authorization is required for renters and will be held by the Association for the duration of the rental period.

2. Purpose of the Deposit:

The deposit will be used to cover any damages, excessive cleaning, or violations of the Association's rules and regulations related to the Common Rooms.

3. Facility Rules:

- Renters must comply with all posted rules and regulations for the Common Rooms.

- Children under the age of 16 must be always accompanied by an adult.
- Use of the facilities is at the renter's own risk.

4. Inspection and Refund Process:

- If there are any reported damages or rule violations as confirmed by electronic monitoring the renter will be provided with an itemized list of damages and associated costs.
- If no damage or violations are found, the deposit will be returned at end of rental or lease period.

5. Forfeiture of Deposit:

- Failure to adhere to the rules and regulations or any damage to the facilities may result in the partial or full forfeiture of the deposit.
- In cases where damages exceed the deposit amount, renters will be held responsible for additional charges.

6. Release of Liability:

- The renter agrees to use the facilities at their own risk and releases the Association, its Board of Directors, and staff from any liability for injuries, losses, or damages incurred while using the Common Rooms.

Acknowledgment and Agreement

By signing below, I acknowledge on behalf of myself and guests and agree to the terms and conditions outlined in this waiver. I understand the purpose of the security deposit and agree to comply with all rules and regulations governing the use of the Common Rooms.

Renter's Signature: _____

Date: _____

Owner or Property Manager's Name: _____

Owner or Property Manager's Signature: _____

Date: _____

For questions or assistance, please contact the Bonita Beach Club Condominium Association at 239-992-0588.

Attached: Photocopy front and back of Credit Card and DL

BBC Community Security & Video Surveillance

Purpose: The purpose of this policy is to outline the BBC community security and video surveillance measures taken to monitor for potential dangerous or destructive activities.

Policy: A code will be required for: Pedestrian gate entries, common rooms, swimming pool, tennis & pickleball courts and vehicular gate entrance.

Digital Code Assignment and Use

- **Owners and family:** Owners will be assigned the last 4 digits of their cell phone. Owners may change their assigned code by written notification to management.
- **Guests, at the request of owners:** Guests will be assigned the last 4 digits of their cell phone.
- **Renters:** Renters will be assigned the last 4 digits of their cell phone at the time of approved rental application. That code will be active during the rental period. Pursuant to BBC bylaws, unit owner access to BBC amenities is restricted during renter occupancy therefore unit owner code will be deactivated during renter code activation.
- **Recurring service industry persons** including home watch, housekeepers etc. will be assigned the last 4 digits of their cell phone upon the written request to management.
- Assigned codes are restricted for the use of the owner, guest or renter only.
- In the event of duplicate codes, the management assigns an available code.

Video (no audio) surveillance: Common Room, Breezeways, Courtyard

Video Monitoring: Live daytime Manager's office and approximately 30-day DVR recording.

Presented at the BBC BOD meeting 2.6.25