

**THE POINTE AT JUPITER YACHT CLUB  
CONDOMINIUM ASSOCIATION, INC.**

**Board of Directors Meeting  
Thursday, April 9, 2009 @ 9:00 a.m.  
Location: Bristol Management  
1930 Commerce Lane, Suite 1  
Jupiter, Florida 33458**

- I. DETERMINATION OF A QUORUM:** Directors: Michael Barry, Ed Sasso, Chris Snell, Hal Katz, and Linda Blackwood (Tele. Conf. call) were in attendance. Those members present determined a quorum of the Board. Homeowners were in attendance. Bristol Management: Steve Inglis, PCAM and Susan Queen, PCAM.
- II. CALL TO ORDER:** A quorum being present, Michael Barry, President served as Chairman of the meeting.
- III. DISCUSSION ON ORGANIZATIONAL:** Michael Barry reviewed his thoughts regarding organization with the Directors such as: Redesigning the Board Agenda, Creating a Board annual calendar, Establishing a process by which Board policy could be created, preserved and communicated, and develop a routine system of communication with residents.
- 1. BOARD AGENDA -** Mr. Barry felt the agenda could be distributed in advance of the meeting to residents by via e-mail. The letter of transmittal could invite residents to the meeting, advise them that their comments are welcome, and if they cannot attend their comments could be submitted by e-mail. Prior to finalization of the agenda, each Board member's input would be solicited. The Directors had a few changes on the format of the agenda which Mr. Barry will change accordingly.
  - 2. MEETING LOCATION -** Hal Katz will investigate a meeting spot that has telephone access.
  - 3. ANNUAL CALENDAR –** Mr. Barry reviewed the need for an annual calendar for important dates such as meetings, contract renewals and expirations, the budget process, along with the election process. A calendar will be worked on.
  - 4. BOARD POLICY –** Mr. Barry stated currently the Board policy is recorded in the minutes and in the months and years to come, the policies cannot be easily retrieved and will be lost. Several important policy decisions have been made during the past year such as spending limits for officers, acceptance of certain violations, perhaps others. At least one rule has been changed – parking. A system to memorialize these policy decisions, to communicate them, and make them readily available to future Boards and residents. The Directors felt reinstating the newsletter

will help with communication. It was decided to develop a Resolution Book and put hard copies of the policies in it, along with putting them on the website. So far the following four items can be put in the Resolution book.

1. Spending limits
  2. Directory form
  3. Adopted Parking Rule
  4. Parking Space form
5. **ROUTINE COMMUNICATION WITH RESIDENTS** – Mr. Barry stated the most important thing the Directors can do in 2009 would be to improve communication with the residents. The Directors agreed to reinstate the newsletter, have the approved minutes posted on the website, or a quick note highlighting the Board action could be e-mailed.

**IV. APPROVAL OF MINUTES** – A motion was made by by Ed Sasso to approve the February 12, 2009, March 3, 2009, March 5, 2009, March 17, 2009 and March 30, 2009 Board of Directors meeting minutes. Chris Snell seconded the motion and it passed unanimously.

**V. TREASURER’S REPORT:** Hal Katz, Treasurer, reviewed with the Directors the draft financial statement as of 12/31/08 prepared by the CPA, and said there were no problems with the report. A motion was made by Hal Katz to approve the financial statement as of 12/31/08 prepared by the CPA. Ed Sasso seconded the motion and it passed unanimously. Hal reviewed the January and February 2009 financial statements prepared by Bristol Management. He stated both months ended favorably with a total of \$2,700. Hal did state they do have some issues. They had some big checks such as: \$6,100 for the pool conversion, \$2,500 for the electric regarding the pool conversion, \$4,500 ARC fee for the garage enclosure. They have proposals for pavers of \$3,800 and cleaning of the condensation lines for the whole building of \$1,500. Hal stated the big checks and the proposals total \$17,000. It was noted a tax return was filed. A motion was made by Hal Katz to pay the pool conversion and the electric for the pool conversion totaling \$8,600 by paying \$4,300 out of the reserve and \$4,300 out of the operating account. Ed Sasso seconded the motion and it passed unanimously. Hal stated he requested Patty, the bookkeeper set up a separate line item on the financial statement for the pool.

**VI. RESERVE STUDY** - The Directors requested a quote on a Reserve study. Steve Inglis did make the Directors aware that according to the Florida Statutes it is required every five years that they get a reserve study if the condominium is over three stories. He stated pavers have a 30 yr. life, and the elevator has a 35 to 50 year life.

**VII. OLD BUSINESS**

- A. MAINTENANCE REPORT -** The Directors reviewed Basil's Maintenance reports. Hal suggested that Basil post a list of planned, completed, and in the process work that he and his helper have on their reports. It was decided that Ed and Hal will sit down with Basil and go over the reports to determine priorities, time lines and see what needs to be subcontracted. Hal stated there is only so much one man and a helper can do. This item will be brought back under Old Business on the next meeting's agenda. Ed Sasso will give Basil a name of a contractor for the wood work in the elevator. It was also noted that Basil should schedule contractors when he is on site in order to monitor them. Basil can keep a log of the requests by the residents.
- B. PARKING FORM –** It was decided to have Bristol prepare a parking form and send it out with the Parking rule to all of the residents.
- C. VIOLATIONS -** Hal stated that the Directors have to have careful thoughts, a careful process regarding a mechanism to govern. They need to communicate to the residents that they are reviewing and intending to enforce the documents. It was decided to have quarterly inspections permanent in nature of the building by the Bristol field inspector at no charge. The list will be brought back to the Directors and the tolerance of the Directors will be decided before a letter is sent out or ignored.
- D. DIRECTORY -** The Directors reviewed the Directory form that Jacquie Snell prepared. They all felt it was a great form that will be sent out to the residents.
- E. NEWSLETTER –** Chris Snell will be preparing a quarterly newsletter. It was requested that the newsletters also be placed at the front desk for the residents. It will also be posted to the website. The IT person can work on a logo that was used previously for the newsletter.

- F. SOCIAL - Mr. Barry said they will defer the social when the residents come back welcoming them back. Mrs. Barry did announce that they will continue to have the cocktail socials at the pool. The next one is scheduled for this Saturday, April 11, 2009.**
  
- G. REVIEW OF THE DOCUMENTS - This project was tabled for late summer.**

## **VIII. NEW BUSINESS**

- A. ETHICS POLICY – Chris Snell prepared the Ethics Policy for the Directors to review. To give the Directors more time to thoroughly review it this matter was tabled.**
  
- B. UNIT 103 – The Directors reviewed the fax from Mr. Giarletta, the owner of Unit 103. The Directors reviewed the circumstances of the common drain being clogged and causing some damage in the common area hallway and #103's floor and baseboard. Hal stated the owner has not asked for reimbursement on the floor or baseboard. The Directors agreed to reimburse Mr. Giarletta \$121 for his air conditioning invoice. Steve Inglis stated the Florida Statutes state that all wall coverings, floor covering and ceiling coverings are the responsibility of the resident. It would come under the residents insurance. The Florida Statutes pertaining to wall coverings, ceiling coverings and floor coverings regarding this issue will be put in the newsletter in the future to advise the residents.**
  
- C. CLEANING OF ALL CONDENSATION LINES - A motion was made by Ed Sasso to approve the proposal from Jupiter Plumbing for \$1,457 to clean all of the condensation lines. Hal Katz seconded the motion and it passed unanimously. Ed will meet with Basil regarding monthly or quarterly maintenance.**

## **IX. OTHER BUSINESS**

**Mr. Barry thanked Ed Sasso for his leadership as President last year in a very trying time. He stated it was truly appreciated.**

- X. NEXT MEETING DATE – Mr. Barry will e-mail everyone with a date.**
  
- XI. ADJOURNMENT – A motion was made by Ed Sasso to adjourn the meeting. Hal Katz seconded the motion and it passed unanimously.**