

**WATERSIDE III AT BAY BEACH CONDOMINIUM
ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS MEETING
FEBRUARY 15, 2022 FOLLOWING ORGANIZATIONAL MEETING**

1. **Call to Order:** The meeting was called to order by Pete Yeatman.
2. **Proof of Notice:** Pete Yeatman posted the agenda on the bulletin board and on the elevators on Friday, February 11th.
3. **Establish a Quorum:** A complete board was in attendance. Pete Yeatman, New VP Bob Carran, Dick Cote, new Assistant Treasurer Jeff Lievense, and Donna Kaiser were all present.
4. **Read and Approve Minutes of Board Meetings:**

Pete asked if there were any requested changes to the draft minutes from the January 11th, 2022 BOD meeting. There were none. He asked to waive the reading of the minutes and requested a motion to approve with a second. The motion was made by Dick, seconded by Jeff and unanimously approved.
5. **President's Report:** Pete read the President's report including these topics:
 - the February 4th meeting withland Mike Watson from TRC on the state of the Waterside 3 building. The report stated the building is in good shape. He answered questions whether they had looked at the water intrusion issue in the fitness room. Robert responded they would look;
 - allowance of 4 vehicles from London Bay to park in W3's auxiliary lot;
 - a list to be created and maintained by Sylvie Gauthier, property manager, to inform owners on recent changes in and around the building that may affect them. The list will be posted on the bulletin board in the foyer;
 - the acceptance of Sue Walker to chair the Landscape committee;
 - an update on the status of the W3 and W4 pool landscaping agreement; and,
 - the follow-up of the system test of the new King's III systems installed in the elevators since the system test failed.

A copy of the president's report is attached.
6. **Property Manager's Report:** Sylvie provided updates including:
 - 2 proposals on the elliptical machine were received. Given the quotes were similar, Pete asked the board if it was acceptable to move forward with the lowest bid. The board agreed unanimously.
 - work to replace dryer vents will be done on the upcoming Saturdays, to begin this Saturday if the weather cooperates.
 - we are still awaiting quotes from 2 contractors for work on the fountain equipment relocation. Sue Walker expressed concerns about whether the root cause has been determined that has caused water intrusion into the water

coffin so it has become cracked and broken. Sylvie will continue to research contractors.

- one quote was received for the curb repair work; we are still awaiting a second quote.
- window cleaning will be scheduled for March.
 - John Russo raised an issue that the recent cleaning events left streaks and dirt behind. Additional discussion brought up whether added cleanings might be done, at least in season while construction continues, and perhaps paid by London Bay. The estimate for a window cleaning event is approximately \$1500. Currently there are 3 cleanings per year - March, September and November. Sylvie explained the availability of cleaning crews has made it difficult to get them on our schedule.
 - Ross Miller asked whether there are other companies that do this cleaning. Response: there are, and we have used a couple others with no better outcome.
 - Chuck Pestow asked whether a solution could be added that might reduce the streaking. Sylvie will follow-up with the cleaning company.
 - Ross said London Bay is scheduled to have the building 'topped off' by the end of March - meaning the outside floors will all be in place.
 - Jim Stewart observed the building exterior is dirty and some of the residue on the windows may be coming from rainfall running down over the windows and suggested W3's building exterior may need cleaning once London Bay winds down on exterior construction.
 - Jim also mentioned the street cleaners for the London Bay project kick up a lot of dust, rather than containing the dirt.
 - Pete will send a note to WMA to address some of these points.
- Joe Romanelli raised a question whether the TRC engineering crew continued research on the fitness room water intrusion issue. Sylvie confirmed TRC provided a quote for investigation (not repair).
- a question was raised about the additional survey provided on the fitness room, the meaning of the 3 categories - gym, upgrade, maintain.

A copy of the report is attached.

7. Standing Committees Requesting to submit reports:

a. Pool

- Joe explained WMA is pursuing bids from other companies for maintenance and control of all Waterside pools. While both companies provided estimates, neither was complete. We are awaiting updated bids.
- Since the spa jets which are either working piecemeal or not at all, Joe has asked for estimates for an immediate repair of the jets - regardless of the longer term decision on general spa maintenance.

The report is attached.

b. Landscape

- Sue related there are new plants in the pots by the front door.
- Rock installation is still pending due to an equipment issue. Waiting on stone placement to determine signage placement on the stone.

- First step of landscape fixes by Everyday Landscaping should start tomorrow. This should include the residue cleanup from Christmas palms when the oleander beds around them are dug up.
- Sylvie will review Everyday's contract to see if/when they are responsible to cleanup clutter that has collected in beds closest to the building front.

The report is attached.

c. Risk Assessment

- Bob explained after renewal experiences by buildings 1 and 2, we expect property insurance increases from 50-70%. Our current premiums are approximately \$66K per year; the increase could take it to approximately \$110K per year. The policy period renews in May so we should see the renewals sometime in April.
- Bob arranged for our insurance agent to be present onsite Wednesday, March 8 at 10:00 to provide information and answer questions on the building coverage. Questions on personal insurance can also be asked.
- Joe added that their personal policy renewal is slated to increase about 40% but they have found that many companies are unwilling to write in our zip code.

The report is attached.

d. Hounshell Social

- Mardi Gras and St. Patty's Day events are upcoming.

A copy of the report is attached.

8. **WMA Affairs:**

- Ross provided updates on the animal trapping.
- He cited issues that have arisen about unauthorized people coming in to use fishing pier, and what is being done to address the problems.
- He clarified that gate attendant personnel issues are being pursued with the gate support company.
- Many issues have been raised with London Bay and Suffolk Construction, but he said they have been very receptive to work together to resolve the problems.
- A general proposal has been received from a private company willing to install charging stations in Waterside. The company has been asked to provide a formal proposal for review. There was more discussion around charging stations including the challenges to installation in our building.
- Annual WMA party is being held on Monday, March 14 from 5:00 to 7:00.
- Sue asked whether there is a WMA landscape committee and identified several areas where grasses and plants have failed, yet nothing has been done to replace them. Ross said it is currently being handled by Mark Wiseman; Ross will follow-up with him.

9. **Old Business:**

a. Confirming or Assigning Chairs for Standing Committees

Pete motioned last year's committee chairs be retained, with the exception of the building committee. Paul Martin resigned; Pete asked Walter Estep to step in as chair. Dick seconded the motion and it passed unanimously. Committee members will be ratified at the next BOD meeting.

b. Discussion of W3 Grounds/Landscape Issues

Nothing new was added.

c. Owner Information

In response to the request to provide a vehicle to alert owners to changes in the building, the welcome packet that is typically provided to new owners, will be electronically shared with all current owners as a refresher.

d. Building Access Committee Report

Paul Martin related 3 issues that require board direction:

- Committee recommends a new tele-entry box system with individual codes. Cost would be approximately \$6K.
- The access key for the Waterside 3 pool gate creates a security issue. Currently the coded box near the gate houses the gate key, but that key also provides access to the W3 building. The committee recommends a new key that would provide only gate access.
- Replacement keys for building access. The last key replacement was 2016; the cost is approximately \$2K. The plan would be giving 2 keys per unit, with an additional charge for added keys. The committee recommends addressing this in conjunction with item #1, the front door solution.
- Follow-up discussion on item #1 included:
 - It was stated that security is a primary issue. It was mentioned that buildings 1, 2, and 3 have a unique issue. When the buildings were constructed, the unit door hinges were installed on the outside of the doors, leaving them vulnerable to access from outside the door. Moving the hinges to the inside was cost prohibitive. Therefore, the sheriff's department reinforced controlling access at the front door is essential.
 - Is there a mechanism to limit the sharing of codes?
 - Limitations of keypad entry were mentioned - a key still needed for other external doors, power outages. Advantage mentioned was convenience for some and forgetting a key and being locked out.
 - A question was raised about code maintenance. How could it be done and who would do it.
 - The current system is older and if it is supposed to be replaced soon, why not address it at this time.
 - Scott Kitkowski suggested a biometric solution - thumb or finger scan would limit the ability to share.
 - A question was raised whether there is logging of code usage. Paul responded the Waterside 8 system is logged by unit and date/time and retained for a period of time.
 - Follow-up includes checking reserves to see what is available.
- Followup on item #2:
 - The procedure needs to be reviewed. Paul explained the current procedure. A vendor or person is given a code to the private lock box. The code is entered and the key inside is used for entry.
 - A recommendation was given the committee reach out to a locksmith. Our building key would be a master that opens the gate, but the key inside the box would be a subset of that key that only opens the pool gate. Paul will follow-up on this.

- Question was raised whether a keypad could be added as a second means to open the gate, as a convenience for those who do not want to carry keys. Recommendation was to research that option too.
- Followup on item #3:
 - Committee and board recommendation was to address this at the same time as item #1 in a subsequent meeting.

11. New Business:

a. Discussion on Pool and WMA Landscaping Issues

Sue outlined the issues and planned solutions:

- Buildings 3 and 4 met with WMA. The perimeter of pool will be split 50/50. The W3 plan was modified slightly to include additional area that was identified as our responsibility. Everyday was contacted with our plan and their work will start tomorrow. The work includes planting decorative grasses to replace the chips between the sidewalk and parking along the pool; removal of the shells along the walkway to the pool as they did not stay in place and replacing them with mulch; moving the smoker's butt holder away from the gate area; and some plant replacement. Completion is targeted for the end of the week.
- John Russo asked whether there were plans to keep the mulch in place. Sue explained the company will level the prior mulch away before laying down new.

12. Sales and Leases - Ratify Approved Sales and Leases:

Sylvie stated there are no new sales. The lease of 351 was approved.

13. Comment and discussion by unit owners:

- Janet asked how many people have logged into the website and how many would be interested in a workshop. Response was positive. Information on a workshop will be scheduled. She asked for owner's pictures and for volunteers for the committee.
- Don recognized all of Paul Martin's efforts in support of the building maintenance.
- Paul raised concerns over the voting.
- Donna asked whether folks have had internet issues. Many people had. Dick explained he called and said he had no or intermittent internet. He recommended each owner, using their account number, should reach out to Comcast to request service.
- For activities in the social room that may require having the thermostat adjusted, reach out to chairs of the social committee or to board members for a key to access the thermostat.
- Donna announced a plan for a Committee and Activity Awareness Day, while not a board function, to provide an opportunity for individuals to find out and ask questions about the functions going on in the building and at Waterside.

14. **Adjournment:** Pete asked for a motion to adjourn the meeting. Dick made the motion and Jeff seconded. Adjournment was approved.

President's Report

15 February 2022

We just completed another Annual Meeting and we welcome Jeff Lievens to the Board. As we enter the heart of the Season we will make every effort to put Covid behind us and tackle the challenges of this and the next year. We want to again thank Sue Walker for years of service on the Board and also, for all the work she has and continues to do on so many committees.

On February 4th we had a meeting with the TRC Project Manager, Robert Algoo, and his Project Engineer, Michael Watson, explaining the results of their report. The bottom line was that our building is in good shape and very well maintained. Robert then responded to all questions from the audience about the report. Someone then asked if he would look at the twenty year water intrusion issue in the fitness room and he said he would. More on this after his investigation concludes.

In order to assist in assuring we keep our section of Bay Beach Lane free from trucks and any congestion, Waterside III has agreed to allow up to four managers from Suffolk Construction (London Bay) to park their personal vehicles along the pond in our auxiliary parking lot. This frees up space for actual construction vehicles at the construction site. Waterside 4, 5 and 7 are also providing parking spaces. Each of these vehicles will either have an orange barcode affixed to them or a temporary pass on the dash.

At our last meeting Tina Estep suggested we consider some way of informing residents when some things happen in the building that affects residents; like letting them know we have new TVs in the Fitness Room. The Property Manager initiated the "W3 Updater" it's a single sheet with short notices of things that are or have been done in the building, affecting the residents. It's a rolling single sheet. When full, the oldest drops off making space for new.

Sue Walker has graciously taken on the task of Chairing our Landscape Committee. Recently we were presented with a plan for the landscaping around the WMA pool (our W3/4 pool). This plan was created by the WMA PM and W4 sometime in November. W3 rejected the plan since we were not included in any discussion or preliminary meetings to come up with this plan. After determining that previous landscaping around the pool also did not include W3, we proposed a plan to correct problems on these previous plans. That proposal was rejected by W4, which then compelled WMA to arbitrate the issues. WMA came up with a proposal that set the landscaping boundaries for W3 & 4, along with a do not exceed figure for each Association. Sue is now working a proposal for our boundary along the pool.

On February 4th the PM and I tried to run a test with the new Kings III emergency system in our elevators. This test was less than successful. We were hoping to find out what and how things work if there is an emergency other than being trapped. Suppose there was a medical emergency in the elevator, how is that handled? We

encountered technical issues which precluded our being able to address any operational questions. They may be able to notify Otis you are trapped, but that may take a long time. More when Kings III resolves their technical issues.

Stay safe and in touch, respectfully submitted,
Pete

PROPERTY MANAGER'S REPORT
February 15th Board meeting

Elevator Phones: Each elevator emergency telephones have been updated with King's III system. To access, open the phone door and press the button. When Pete and I called, the dispatch answered and was able identify the address but the communication was difficult to hear. She suggested we call a technician which I have called in. I expect him any day.

Landscape lights: 4 more landscape lights in the front bed were installed.

Fitness leak: Bob Anderson identified the leak at the sliding glass door and will repair. He and Paul believe there is another coming from the lanai above. They will do a water test tomorrow. (Friday, 11th)

Fitness Room: Paul relocated the equipment per Tina's & Fit Rev's suggestions.

Fitness Equipment: I requested a revised proposal from Tropic Gym and Fit Rev to only include the replacement of the elliptical. Tropic Gym \$5912.55 and Fit Rev

Vent Repairs: Weather permitting this is will begin this Saturday.

Fountain Equipment Relocated: I have requested a proposal from 2 vendors however neither of them presented a proposal yet. Toomey Landscaping did suggest you leave it the way it is.

Concrete Curbing: I have received a proposal from Gator for \$1335.50 to repair the broken curbing by the trash doors. I have also contacted Bain who will be sending out an estimator.

Unit Plumbing Inspections: This has been scheduled for Thursday, February 24th.

Window Cleaning: We are planning on scheduling this sometime in March.

WATERSIDE III POOL COMMITTEE REPORT

Rev. 2/10/2022

Regarding my report for the oversight of activities and projects associated with the WS III/IV Pool, I respectfully submit the following items:

Item 1: Estimates and Proposals

I met with officials from two pool companies to discuss ongoing issues we are having with the WS III/IV Spa jets and the proper operation of the pool. At the behest of the Property Manager of the Waterside Master Association (Lee Ann Roush), the pool companies were instructed to provide estimates and proposals for assuming control for the general maintenance of the pool areas for all Waterside pools.

On **1/27/22**, I met with two officials from **Tri-City Pools** and provided access to the mechanical/electrical area for the WS III/IV Pool and accompanied the representatives on a tour of the pool area. Specific issues that were being experienced with the Spa were also discussed.

On **1/28/22**, I met with two officials from **Mid-County Pools** and performed an identical tour and discussion as noted previously.

In both of the aforementioned cases the officials spoke at length about the experience and capabilities of each company and both provided an immediate assessment regarding the measures that would be taken to correct the spa issues.

Proposals were received from both Tri-City and Mid-County for assuming control of the operation and maintenance of the pool. Both are currently under a review and assessment by the master association.

Item 2: Spa Estimate

On **2/6/22** after using the Spa I noted that none of the jets were working properly. I contacted Lee Ann and requested that she contact both pool companies and obtain an immediate estimate for fixing the spa prior to making a decision as to whether one company or the other would assume operation and maintenance duties over **Poolman Pools** our current pool operator.

To date, one company (Mid-County) has responded to the request and Lee Ann is awaiting a response from the other.

Aside from the foregoing the operation and maintenance of the WS III/IV pool is proceeding appropriately.

LANDSCAPE REPORT

February 15, 2022

Over the past month a few items have been completed. The remaining four royal palms have added lighting, so all of the royal palms have up lighting. The unnecessary piping on the bottom rim of the water fountain have been removed and all that remains is an electrical outlet for the sign lighting. The three pots in the front of the building have new plants.

Unfortunately, the rock installation has been pushed back 3-4 weeks, still waiting for their equipment to be repaired.

Everyday Landscaping should begin their work in the front, rear and sidewalk to the pool within the next few weeks. This work will be bundled with the WSIII/IV pool landscaping.

A disposition for the water coffin repairs is required before we can continue with the front landscaping.

Submitted by S. Walker

RAC Committee report Waterside BOD February 15, 2022

When buildings 1 and 2 renewed their property insurance they had a substantial increase in premiums.

When our policy is renewed in May we can expect an increase of 50-70%

We have several new owners in the building so we would like to get the person that handles our insurance to come and talk about insurance. Hopefully he can explain what the building insurance covers , and what it doesn't, and how that fits with your personal insurance.

We will try and set that up before the end of March when the most owners are here

Bob Carran

Hounshell Social Committee Report February 15, 2022

Good morning.

Thankfully, we were able to pick up on our planned season events starting with the Tapas cocktail party in January. Our taco bar Super Bowl and Valentine's Day cruise this February were a big success. Thank you all for your participation.

Coming up in March will be two favorite parties, the Mardi Gras party on the 1st and on the 17th the annual St. Patrick's Day party. We will also, have a Western BBQ catered by Mission BBQ on March 26th. Please look for the signup sheets and sign up as soon as possible.

Friday night cocktails are ongoing.

Please continue to check the Social bulletin board for any new updates.

Laraine Yeatman - Judy Stewart
Co chairs

Diane Brunelle
Patty VanGorder
Sue Walker

WMA report to WS 3 BOD 2/15/22

- Rabbit trapping--monitoring numbers, if down, will adjust trapping
- Gate re Fish pier tags; Old EBIA keys not valid; only Bay Beach Dr License or numbered hang tag with a drivers license. Pass will show EBIA FISH and must be displayed on dashboard.
- London Bay re work hours, noise- start no earlier than 7 am. Extended hours for cement pours only with advance notice --end of March "top off" building., They generally quit by 5:30 but know that the town allows work until 7 pm. London Bay & Suffolk have been very responsive to our issues.
- Gate personnel complaints—addressing with Weiser.
- EV committee--working on a proposal—Grand View charging; planning 6 level 2 chargers for penthouses and 8 for residents.
- Annual meeting set for Monday, March 14. Annual Party at 3/4 Pool starts 5 pm. DJ entertainment; catering by Artichoke (heavy appetizers).

Respectfully submitted,

Ross Miller, Bldg 3 WMA rep

BUILDING ACCESS COMMITTEE REPORT

15 February 2022

On 25 Jan our committee met. Present were Charles Pestow, Jeff Lievens and me for the first time. This was the first date for which it appeared all 5 of us could attend. But because of last minute medical issues Charlie Eck and Tom Kaiser were unable to attend.

For brevity for this report, most of the discussion centered around key pad entry and new lobby access keys.

Key Pad Entry for One Front Door

There was strong sentiment for individual codes for each unit similar to that employed for W8 as brought forward by Chuck. Also our tele-entry call-in box has proved problematic. The less expensive alternate is for one code but the committee thought the frequency of code changes to maximize security was unreasonable. It seems we can't upgrade our tele entry call in box but the cost for a system like W8's doesn't seem outlandish. A quote would need to be updated but 3 years ago the tab would likely have been just over 5k\$. But some additional expenses possible although likely not a lot.

Key Pad for W3 Pool Gate.

The pool of course is WMA's But now the coded key box on the wall near the gate contains a W3 lobby access key, a significant security concern. The lock will accept only one key. This key is made available to vendors, also as a reciprocity courtesy to residents of other buildings when their pool heats are off, etc. W3 residents would not want to have a separate key if we were to change the tumblers on the gate lock. Lee Ann has been asked to let us know the cost but W3 will need to support this change.

New Lobby Access Keys.

Our goal is to change security keys every 5 years. We did so last in 2016. New keys can be once again numbered so we know to whom they're provided and also carry 239 765 9700 so if lost can get back to the owner. Cost for the service call, rekeying the 10 doors with lobby access, and 150 restricted keys 2123 \$.

Q,s for the BOD:

Do we choose to update the 2019 W8 quote for W3 2022 installation?

Chuck and Jeff want the keys and tele-entry brought together as a package. Is this the BOD's choice or would you prefer new lobby keys approved now? And re the lobby access keys, do you want to limit the number any unit owner can buy?

Also how many should be provided free per unit and if xtras, how many xtra at what cost? If I recall last goaroud 20 \$ per key, which I think paid for the rekeying. Maybe a limit of 5 xtra with the first 2 @ 20\$ ea and the next up to 3 @ 50\$ each to discourage xtra key purchases. Or maybe higher number of keys limit or none or different pricing?

Support for a Key Pad. for the W3 Pool Gate

Best Regards, Paul