

**WATERSIDE III AT BAY BEACH CONDOMINIUM  
ASSOCIATION, INC.  
MINUTES OF THE BOARD OF DIRECTOR'S MEETING  
October 21, 2024 10:00 AM**

1. **Call to Order:** The meeting was called to order by Scott Kitkowski.
2. **Proof of Notice:** The meeting agenda was posted on the bulletin board on Friday, October 18th and a notice with the agenda was emailed to owners on Thursday, October 17th, 2024.
3. **Establish a Quorum.** Scott Kitkowski and Sue Walker were present in the meeting room while Jeff Lievense, Joel Wilmoth, and Donna Kaiser were present on the Zoom call. A quorum was present.
4. **Approval of Minutes from the September 26th meeting.**

Scott asked to waive the reading of the minutes from the September 26th BOD meeting and requested a motion to approve them. The motion was made by Sue Walker, seconded by Donna Kaiser, and unanimously approved.
5. **Reports of Officers and Manager.**
  - a. **President's report.**

Scott read the president's report touching on:

    - the events of Hurricanes Helene and Milton; and,
    - activities underway such as SIRS research, the lobby progress and the budget.

A copy of the full report is attached.
  - b. **Treasurer's report.**

Jeff highlighted events including:

    - the 2025 budget preparation is underway;
    - he, Joel, and Sylvie will meet today with the Myers, Brettholtz accountants to address questions related to the budget and to reserves; and,
    - an anticipated increase in quarterly assessment payments from 70% to 100% over the 2024 payments, primarily due to insurance premium increases.

Scott mentioned reserve questions will be addressed with the accountants as a followup on the SIRS requirements.  
A copy of the full report is attached.
  - c. **Property Manager's report.**

Sylvie provided updates happening around the building including but not limited to:

    - window cleaning is scheduled for November 13th unless it can be moved up;
    - she and Scott will followup with D&G about driveway asphalt damage near the tennis courts, due to the sidewalk installation for WMA;
    - she is meeting with a contractor to get estimates on the carport concrete repair; and,
    - she will meet with CPS to discuss alternatives on how to house the fountain equipment as it has needed replacement each time there was a storm surge.

Questions / comments:

Judy Stewart asked whether the building needs to be cleaned of salt before the windows are done. Response: The ground floor can be cleaned without a lift, but not the higher floors. Sylvie will get a price for the lift.

A question was asked by Jim Stewart whether the cleaning of the whole building would require a special assessment? Response: It would depend on the funds available at the time.

A copy of the full report is attached.

## 6. Committee reports.

### a. Facility committee

Scott identified many issues found in the post-hurricanes walk around, including:

- the seal in the upper door allowed water in;
- peeling paint in stairwell B between floors H and P;
- walls that are discolored at several places in stairwell A;
- water in lights in social room;
- concrete spalling causing rebar rusting in 5 parking spaces; and,
- the booster pump needs a pressure shutoff switch.

Several of the items can be addressed by Paul.

Questions / comments:

Tina Estep commented on damage on their lanai.

A copy of the full report is attached.

### b. Pool committee

Joe Romanelli explained planned actions that include:

- when the pool equipment is re-installed by CPSS, it will be raised off the ground and configured so it could be removed in the event of another weather event;
- it is unclear what actions will be needed before the pool can be reopened; the current estimate is a couple weeks; and,
- the 7/8 pool is open for use.

A copy of the report is attached.

### c. Landscape committee

The landscape report was given by Sue Walker. Highlights included:

- she met with Pelican September 17 to review open items with them and discuss where we stand after hurricane Milton;
- trees and shrubs are in shock; in some areas mulch was completely washed away exposing roots - Pelican will be back this week to reset plants;
- irrigation system is running except in the front fountain area where there is a small leak - the company will be out this week to repair that;
- the money to have a palm drench done is being requested to help save/restore the palm trees; Sue requested an approval to spend money, approximately \$2100, on the effort; and,
- a decision was made to delay the normal fall mulching cycle.

Questions / comments:

How much does the mulching cost? Response: A little less than \$3,000.

How often is mulching done? Response: Normally once a year. Buildings 1, 2 and 3 do their mulching at the same time so the others must agree to delay.

Scott indicated the palm drench seems fiscally responsible as the alternative cost to replace a mature tree is significantly higher.

Jeff asked Sue how much is anticipated to be spent on landscaping in 2025. At this point, Sue is unsure but she will review the current budget with Sylvie.

A copy of the full report is attached.

d. Hounshell Social committee

Judy Stewart commented:

- there seemed to be many people at the first Friday night gathering;
- since there was no signup for the Halloween party, it will likely be cancelled;
- upcoming events will be Thanksgiving and Christmas; and,
- the committee is looking for new members.

A copy of the report plus tentative activities for 2025 is attached.

d. Website committee

The website report prepared by Janet Markelz, was read by Scott. The report mentioned:

- the team is looking at added features to help with site navigation and security; and,
- Janet is meeting with the individual who built 2's website, which is similar to EBIA's site, to look at features and costs.

A copy of the full report is attached.

e. WMA

Reporting will be delayed to get more current information from today's scheduled meeting.

## 7. Old business.

a. Lobby Update

- Scott provided a timeline showing activities since the last meeting.
- A notice was sent to owners asking for early assessment payments so we could be added to Home Fixerz's work queue. It worked; they have started.

The full timeline is attached.

## 8. New business.

a. Hurricane Helene and Milton Updates:

Scott recapped the events of Helene and Milton.

Evacuation for Milton was requested on October 7th at 3:00PM.

Storm surge for Milton, showed approximately 15", and was higher than for Helene.

Based on information learned between the 2 hurricanes, Scott proposed these enhancements to the hurricane plan:

- Prepare and store 40 sandbags
- Use plastic, waterproof tape, and sandbags on all lobby doors and vents.
- Seal the elevator doors with tape.

Scott asked for a motion to approve the enhanced hurricane checklist. Joel made the motion, Jeff seconded and the entire board approved.

Questions / comments:

Jeff mentioned flood barriers used elsewhere and whether that might be considered for Waterside. Scott related the barriers are new on the marketplace and will need to be researched to see if they would be appropriate for W3.

Scott highlighted what went well and what did not with the storms.

Positive:

Owner involvement really made a difference  
New A/C roof racks held up well  
Pelican was very responsive to our need for cleanup

Neutral:

The generator started as needed, but failed when the batteries died.  
The charging circuit needs to be checked.

Negative:

Home watch did not appear effective before or after the hurricanes  
Some refrigerators and freezers were not emptied of perishables  
Some enhancements need to be included under the emergency power, such as lighting in the social room, and A/C in the lobby and social room.

Scott mentioned some changes being done based on these past 2 events:

- in the lobby, plastic or PVC baseboards will be installed;
- the pit in the west stairwell will be sealed to avoid seepage into the lobby.

Scott then listed the items that will require us to pay for repair, although he does not anticipate the costs to be too high.

Complete lists of these various topics are attached.

Questions / comments:

Jeff asked whether a fee should be considered for those who do not clear out refrigerators, freezers or storage units which requires cleanup or clear-out by the owners helping after the event. After discussion, examining the tasks for unit closing, etc. may be added as a new item for a later meeting.

b. Time and Date for Next Meeting:

The next meeting is tentatively scheduled for Thursday, November 21st, assuming the budget draft is ready.

c. Other:

Joel asked whether building re-entry procedures need to be documented. Scott explained the board needs to discuss this further to determine whether any next steps can be taken.

**9. Owner Comments.**

Bill Dubois asked about the storm surge heights that would impact the building.

Scott responded about significant building elevations:

- building lobby - 6.93'
- cabana entrances - 7.5'

He commented that storm surges of 5' or above will likely impact us.

Tina Estep suggested items that might conserve on spending and effort:

- is a website needed since most people do not use it
- steps could be taken to improve 'flood proofing' such as moving up receptacles in lobby
- perishables: if folks are reluctant to throw out items when leaving their unit, there are several food banks that will take food. Tina will post the places that would take the items.

Scott responded that operating costs haven't changed much. The big impacts to costs are the after-hurricane costs of Ian and now Helene and Milton.

Rainy Kitkowski explained a large part of the post-hurricane unit cleanup centered on ice-makers with ice in them, which caused large messes extending to the unit's floor.

A complaint was lodged by Tom Nicholson about the weight of the metal plates used to seal the glass windows. He suggested replacing them with plastic ones.

Carol Ann Fiorenzini asked how much Home Fixerz's will charge for the added lobby work. Scott explained the extra costs to implement the waterproof sheets has not yet been received.

George Zabrecky asked what is in place to determine when the hurricane readiness plan will be implemented? Scott responded that if a high surge is anticipated (5' or more), readiness steps will need to be applied.

Joe Romanelli expressed appreciation for Scott and Rainy Kitkowski's relentless work throughout these hurricane events. The entire audience agreed.

#### **10. Adjournment:**

A motion was made by Joel Wilmoth to adjourn, Donna Kaiser seconded, and the board agreed to end the meeting.

# President's Report

It continues to be a VERY busy time since the last meeting, although it is only 25 days ago it seems much longer. I truly appreciate the owner support and active engagement as we dealt with the two natural disasters over the last 25 days.

- Hurricane Helene - Thursday September 26th – Friday September 27th Hurricane Helene passes by on the Gulf and drives a strong storm surge.
- Hurricane Milton – Wednesday October 10th Cat 3 Hurricane Milton passed by Fort Myers Beach and made landfall at Siesta Key. The storm surge was even stronger and higher than Hurricane Helene only 13 days prior.

Throughout this period there are many important topics that we are focused on and working through such as:

- We are working diligently to finalize our SIRS study.
- The lobby project is nearing start-up, and we are proceeding.
- Budget creation is in full swing.

Although its only been 3 ½ weeks since our last meeting, I thought it was important to still have this meeting to discuss how we fared through the last 2 storms and update you on where we currently stand on the budget process. So this should be a relatively short meeting, but necessary.

## **Waterside III at Bay Beach Treasurer's Report October 21, 2024**

This report is to provide an update to owners on preparation of a proposed 2025 financial budget for Waterside III.

In the February 14, 2023, Treasurer's Report, owners were advised to be prepared for quarterly assessments in 2024 and beyond that are approximately double those in 2022 and 2023. See the excerpt from that report, copied below, for a detailed explanation.

Since then, insurance costs have increased substantially, although not as soon or quite as much as we were led to believe in early 2023.

The 2025 financial budget is a work-in-progress. We expect to have a proposed budget, reviewed by the Crisci Finance Committee and presented to the board for approval before Thanksgiving. At this point, my estimate is that 2025 quarterly owner assessments will be increased by 70-100% compared with 2024. This is due mainly to a 3-fold increase in insurance costs compared with 2022. Secondary contributors to the 2025 quarterly assessment increase are increases in other operating costs and SBA loan payments. We also expect increased reserve costs following completion of our current reserve study.

Respectfully submitted,  
Jeff Lievens, Treasurer

Excerpt from February 14, 2023, Treasurer's Report

Turning to 2023, we are faced with significant financial challenges and uncertainties. On January 12, 2023, you were informed that our total storm repair costs for the building and grounds were estimated to be \$1.5 – 2.0 million. The diligent and sometimes heroic efforts of many of our owners has resulted in tremendous progress, not the least of which is being able to live in the building, albeit at your own risk.

But there is also how to pay for the repairs. I'll address that during the Ian Recovery part of the agenda. The other big financial challenges ahead of us are insurance costs and recurring major maintenance costs. These will be addressed in detail during our budget meeting on February 20. Here is a preview.

- On insurance, we have been advised by our broker to expect a massive increase in premiums – mainly property or wind insurance – from \$100,000 to more than \$400,000. That will make insurance premiums more than half of our annual expenses, increasing quarterly assessments in future years by about 66%. Also, keep in mind that our next insurance payments are due on May 11, 2023, as single lump sum. It means we must have the money on or before May 11 each year. That, combined with an improved outlook for other funding for repairs, is why we are switching the use of the \$400,000 special assessment from storm repairs to insurance costs.
- Recurring major maintenance is paid out of our reserve fund. We are finding costs of some big-ticket items to be much higher than estimated in the 2021 reserve study. As a result, we've raised the total current cost of the 31 items covered by our reserve fund from \$1.4 million to \$2.4 million. 60% of the increase is due to one item (roof replacement) and 30% due to three others (fire panel replacement, elevator renovation, interior painting). That will increase quarterly assessments by 15% going forward.

The net of all of this – storm, insurance, and recurring major maintenance costs – is that we will propose quarterly assessments in 2023 that are 2% higher than in 2022. We're able to do this because of the \$400,000 special assessment already imposed and with the expectation that a low interest rate Small Business Administration loan will cover our storm repairs. But in 2024 and beyond, be prepared for quarterly assessments that are approximately double those in 2022 and 2023.

# **PROPERTY MANAGER'S REPORT**

## **Monday, October 21st 2024**

Window Cleaning: The much-needed window cleaning is scheduled November 11 weather permitting unless we can get an earlier date. Please remove your screens prior.

Storm and Sewer Pipe Cleaning: Due to the unwelcoming effects of Milton the storm & sewer pipe cleaning has been rescheduled to week of October 28th.

Asphalt Damages: Scott and I met with the owner of D&G, the co. that damaged the new asphalt while installing WMA sidewalks. To resolve the issue he recommended sealcoating which he agreed to provide a discounted proposal for the entire parking lot however this cannot be done until at least 6 months to allow enough time for the new asphalt to cure.

Carport Walkways/Terrace: I am meeting with a contractor tomorrow to obtain a proposal for the carport concrete repairs and to recoat the walkways with a similar product like you have in your trash room which was done in 2016 which is much more durable than what you currently have but also more expensive.

As you all know the storage doors on the ground floor are rusting badly from the inside out making some difficult to close properly. This is on the reserve schedule to replace sometime in 2025 with fiberglass doors and composite frames.

Fountain: I will be meeting with Don, owner of CPS in the next couple of days to find alternatives for the fountain equipment encasement. Most likely all the equipment was damaged by the salt water storm surge from Milton.

Air Conditioning Ducts: Travis continues to install ducts to the common hallway vents as they have time.

Lock Boxes: We have a new location for lockboxes. Paul installed a bar by the back door. After a couple of weeks of sending an email out we will have the old ones removed and disposed of. The majority of the ones on the bike rack incurred salt water damaged and not operable.

Respectfully submitted,  
Sylvie Gauthier, CAM



## Facility Committee Update

- West Stairwell B – Paint is peeling on wall of landing between H & P floors
- The following locations of stairwell “A” have discoloration on wall (looks like mold)
  - By floor 6 door
  - Landing 5/6
  - Landing 4/5
  - Landing 3/4
  - Landing 2/3
  - Landing 1/2
- Seal needs to be replaced on bottom of roof access door
- Need to seal AC condensing unit feed wire conduits for stack 1&2 at AC junction box on roof
- Repair elevator room AC condensate line
- Water in light on social room light should be drained and sealed
- Damage on stucco left side of sliding door on social deck
- Damage on stucco on social deck north planter
- Deck gouge on social deck near east drain
- Trash room roll door - bottom slat / angle iron support is rusted through in spots
- Clamps supporting water feed to 313-314 decks have rusted through in 5 places need replaced.
- The following areas are parking spots in the carport area that exhibit concrete spalling due to rebar rusting in the concrete – need to be repaired and patched
  - Carport spot 46
  - Carport spot 48
  - Carport spot 52
  - Carport spot 56
  - Spot on walkway in front of support column at carport spot 50 & walkway paint peeling in many locations
- Booster pump needs to get pressure shutoff switch to prevent burning up of pumps if there is a loss of city water

## Pool Committee Report

I met with 2 representatives from CPSS who were at the pool mechanical area. I was told that CPSS had secured the pumps and other equipment to replace that which had been compromised during Hurricane Helene but given the new pending Hurricane (Milton) they were instructed to hold off until this new hurricane had passed.

A follow-on message from Mark Wiseman indicated that when the new equipment is installed it will be raised 2' and configured in such a way that will permit its expedited removal prior to another hurricane or flooding event.

It is unsure whether the pool and spa will have to be drained and scrubbed or whether it can be chemically treated to restore it to use.

# **LANDSCAPING REPORT**

**October 21, 2024**

A meeting was held with Pelican Landscaping on September 17, 2024, to review open items and the current state of the landscaping after Hurricane Milton.

Currently, the trees and shrubs are in “shock” from exposure to heavy winds and salt water. In some areas, the mulch and soil were washed away and the plant roots were exposed. Pelican will be back next week to bury the root balls and do more extensive plant bed clean up.

The irrigation system is running 3 nights a week around the perimeter of the building. The front area by the fountain has a leak and will be repaired next week.

A palm drench and fertilization cycle is requested to be done as soon as possible. The last cycle was done in April. However, we have learned from Hurricane Ian that this cycle helped many palms to survive. The palms have been submerged in storm surge after two major storms and need this boost for a higher probability of survival. The estimated cost for this is approximately \$2100.

Lastly, mulching is generally done in the fall. It is suggested we wait a few months as we monitor the plant and shrub survival and then complete the mulch.

Respectfully Submitted,  
Sue Walker

# **SOCIAL COMMITTEE REPORT**

**OCTOBER 21, 2024**

The Friday night socials started last Friday, October 18th and will be held every Friday through the season.

The Halloween party will probably be cancelled due to low attendance. Please check the bulletin board for updates.

The remaining events for the 2024 calendar year will be Thanksgiving and Christmas. The tentative 2025 social event calendar has been posted on the bulletin board. Please continue to check the board for any changes or announcements.

The committee is looking for new members. Please contact Judy Stewart or Sue Walker if you are interested.

The last social season was well attended, and a good success and we hope this year will even be better!

Respectfully Submitted,

Judy Stewart  
Sue Walker

## **SOCIAL COMMITTEE 2025 EVENT CALENDAR** (tentative)

January 19	Sunday	Champagne Brunch
January 31	Friday Night	Chinese New Year
February 9	Sunday	Super Bowl
February 14	Friday	Valentine's Day Breakfast
February 20	Thursday	Swap Meet
March 4	Tuesday	Mardis Gras
March 17	Monday	St. Patrick's Day
April 20	Sunday	Easter

Note: Please check the bulletin board for any updates and also for sign up sheets and additional detail.

## **Website Committee Report**

Revised documents emailed to the committee have been uploaded to the website.

As we are currently exploring additional website features which could include increased security, a system to notify residents when new information appears on the website and other features that would increase website engagement.

We have been in touch with the individual who created and maintains the EBIA website. They used the same platform as Building 2. They send out email notifications every Monday when there is new information on the site. Their cost is \$700/yr, that is based on 1400 doors. Our cost will be much less. I have a call scheduled tomorrow afternoon 10/17 to gather more information.

Respectfully submitted,  
Janet Markelz  
Website Committee Chair

# Lobby Update

## Timeline:

- 9/26/2024 – BOD Special assessment meeting, special assessment approved
- 9/26/2024 – BOD meeting – selected Home Fixerz as our contractor
- 9/30/2024 – Executed contract with Home Fixerz
- 10/1/2024 - Invoices sent out for the special assessment from Myers, Brettholtz & Co. which is to be paid by October 26, 2024 and if you have auto draft it will be debited on October 29, 2024.
- 10/3/2024 – few owners paid early to get the 5% down payment to “hold our place in line” and start permitting process)
- 10/7/2024 – requested check for Home Fixerz
- 10/11/2024 – Home Fixerz came to remove Base boards
- 10/12/2024 – Home Fixerz came to remove drywall in preparation to install “waterproof drywall”
- 10/15/2025 – notice sent to Owners to see if people would be interested in sending in their assessment early.
- We now have XXXXX\$\$\$\$\$ in the Lobby Project account.

## Hurricane Helene and Milton

- Hurricane Helene - Thursday September 26th – Friday September 27th Hurricane Helene passes by on the Gulf and drives a strong storm surge (second highest in 60 years) onto Fort Myers Beach, and our Waterside Home.
- Hurricane Milton – The island was under a mandatory evacuation order starting on Monday October 7th at 3:00PM. Wednesday October 10th Cat 3 Hurricane Milton passed by Fort Myers Beach and made landfall at Siesta Key. The storm surge was even stronger and higher than Hurricane Helene only 13 days prior. The surge drove roughly 15+ inches against the front glass doors and over 20 inches in the west garage. However we were able to limit the water intrusion to 4 – 4.5”
- We learned more about hurricanes and storm surge between Hurricane Helene and Hurricane Milton, and propose the following changes to the Hurricane plan.

# Hurricane Helene and Milton

- There are actions we have already taken as noted in the change to the Hurricane readiness plan and steps we intend to take:
  - As the lobby is redone we will utilize Plastic / PVC base board so that it is water proof
  - We will utilize board similar to what is in the outside storage areas so that it is water proof as well
  - We will seal the pit under the west stairwell exit so that it does not seep into the lobby.
- We had a very strong reaction from Pelican immediately after the storm to support clean up of our grounds.
- Below are the items that we will end up paying for as a result of the 2 storms.
  - Crowther repair of roof gouges
  - Crowther fab of stairway vent
  - Pelican clean up post storm
  - Supplies to seal lobby and elevators
  - Removal of baseboards and drywall
  - Sanitization of walls behind removed drywall
  - Installation of new drywall
  - Of course we will need to pay our share of WMA (grounds, pool, etc.) and EBIA share. These costs are still unknown to us and are not included in the above number