

**WATERSIDE III AT BAY BEACH CONDOMINIUM  
ASSOCIATION, INC.  
MINUTES OF THE BOARD OF DIRECTOR'S MEETING  
February 13, 2025 FOLLOWING ORGANIZATIONAL MEETING**

1. **Call to Order:** The meeting was called to order by Scott Kitkowski.
2. **Proof of Notice:** The meeting notice with the agenda, was sent out to the building owners on February 10, 2025, and the notice was also posted on the bulletin board that same day meeting the 2-day notice requirement for this meeting.
3. **Establish a Quorum.** Four members of the board including Scott Kitkowski, Sue Walker, Joel Wilmoth and Donna Kaiser in attendance in the meeting room, while Jeff Lievense was present remotely.
4. **Approval of Minutes from 1/16/2025 Meeting.**

Scott requested a motion to waive the reading of the minutes from the January 16, 2025 meeting and approve them. Joel made the motion, Sue seconded, and the motion passed unanimously.
5. **Reports of Officers and Manager.**
  - a. **President's Report**

Scott related his president's report in which he:

    - related that most topics were presented in the Annual Members' meeting;
    - thanked participates in committees and on the board;
    - encouraged more owner involvement in these and other activities;
    - clarified that because the fire pump and generator have issues that have not been readily addressed, we are looking at a new company, via WMA, to service these items; and
    - explained that WMA is looking to restructure the CAM (Condo/Community Association Manager) effort and how this should positively impact our WMA support. The decision will be made in the WMA meeting schedule for later today.

A copy of the report is attached.
  - b. **Property Manager's Report**

Sylvie highlighted the repair and activity taking place including:

    - stucco repair for the social room is scheduled to begin March 3;
    - plans to raise the fountain equipment are advancing. Once the equipment is raised, the plan is to cover it with a fake rock so the equipment is not obvious;
    - window cleaning is scheduled for mid-March;
    - the porta-potty and dumpster will be removed by end of next week; and,
    - the plumbing inspection is scheduled for April.

Question/comment: Rainy Kitkowski asked whether the research done for the stucco repair will extend to the fitness room where there has also been some water leakage. Response: There are no plans for that right now, but based on what is found for the social room, it could be pursued.

A copy of the entire report is attached.

## 6. Committee Reports.

### a. Facilities Committee

- Scott showed the list of recent work that has been done.
- He elaborated on one item - planned work related to our transformer. Walt Estep will lead an effort to determine whether there is any breakdown in the power cables leading to the building's distribution panels. This is a proactive move so any issues can be researched and addressed.

A copy of the report is attached.

### b. Pool Committee

Joe Romanelli reassured the group the pool is operating well - water temp has been consistent between 86-87 degrees, pumps are working properly, the infinity pool is working, the spa is working. Only the lighting needs attention and CPSS will fix that soon. He shared the hit-list of pool-related issues which showed completed items and those to be done with the promise to update the list as changes are made.

A copy of the report and the list is attached.

### c. Hounshell Social Committee

Sue Walker provided the report highlights including:

- Gina Gullo has joined the committee;
- the brunch, Chinese New Year celebration and Super Bowl party were well attended;
- the Valentine's Day celebration breakfast will take place the next day; and,
- the swap meet will occur on February 20th.

A copy of the full report is attached.

### d. Website Committee

Janet Markelz provided these notables:

- the television in the lobby is up and running and providing building information;
- Janet thanked committee member, Rainy Kitkowski, who created a powerpoint presentation with pictures showing important information and activities taking place in the building, along with working through the issues of setup and connectivity to the television;
- the state has changed website requirements for 2026 - the committee is researching those modifications;
- The team will begin to work on updates to the Waterside 3 Welcome Packet; and
- the committee is looking for more owner pictures to put on the private side of the website.

A copy of the report is attached.

## 7. Old Business

### a. Lobby Update

Scott explained:

- the work by Home Fixerz, the remodelers, has been finalized;
  - Paul Johnson has kick plates, which he will put on the baseboards and doors;
  - the lobby team is working to enable internet connectivity with the television to make updates easier;
  - lobby assessment was \$107,983.80 - currently spending is below that number.
- The rule is the residual amount is to be returned to the owners.

Questions/comments:

Rainy Kitkowski asked whether the new doors planned for the lobby will come with kick plates or will kick plates need to be applied. Response: the new doors do not come with kick plates.

## 8. New Business

### a. WMA Representative

Scott thanked Dan Squire for his work as WMA rep. He asked the board for a motion to present a new person to represent Waterside 3 at WMA meetings. Joel Wilmoth motioned to nominate Jim Stewart, Sue Walker seconded the motion and the board approved unanimously. Once WMA approves Jim, it will be official.

### b. Protecting Our Building From Future Hurricanes and Storm Surge

- Scott gave a little history of the recent storm impacts and the efforts to protect the building from damage and surge, and the work done to remediate the effects of the storm intrusion - much of it done by volunteers. He suggested there are some factors that could be adjusted to better address any future events.
- Waterside 1, 2 and 3 are collectively looking at solutions, particularly how to protect against storm surge. The 3 buildings are pursuing vendor quotes on replacement of flood panels.
- The current panels used by W3 are heavy, cumbersome and not totally effective in preventing water intrusion. The proposed solutions would protect about 12 doors leading to W3 lobby.
- He elaborated on the possible solutions presented to date - replacement panels that are lighter, flood logs, and flood doors.
- He made a proposal for **HOW WE COULD PAY FOR IT?**
  - We currently have roughly \$11,000 in our budget to support some minimal flood proofing actions for our lobby and raising our fountain pump.
  - After Milton, we submitted a flood claim for the resultant damage and clean up. The calculated estimated awarded totaled \$102,177.50 after the deductible.
  - After deducting Milton expenses covered by our policy, we would have roughly \$101,000 remaining (in process of verifying)
  - Ideally, we would look to use the insurance claim proceeds to better flood proof our lobby to prevent hurricane and/or flood damage from occurring in the future.
  - Per a meeting with our lawyer, who explained the legal exercise needed to remain in compliance with our documents and bylaws. Specifically, 15.8.2 of the bylaws states that after all costs due to an insured issue covered by an insurance settlement are paid, any money left is to be split amongst the owners. To utilize the claim funds remaining after repairs were completed, here is the approach.
    - As previously noted, there is money left from the claim as most of the work was performed by volunteers and Paul Johnson. In order to shift the insurance claim proceeds so that it can be used to support flood proofing our lobby, these steps would need to be executed.
    - Once we receive the insurance settlement, we, as a board, would need to approve an owner special assessment to protect our building for hurricanes

and storm surge by enacting flood proofing technics. The board has the ability to do this via 11.6 of our bylaws.

- The amount of the special assessment would be an amount equal to the amount that would be returned to each owner from the insurance claim.
- The excess amount of the award would be set to pay and at the same time the exact same amount of a special assessment would be set to deduct. This would ensure no fiscal impact to the owners.

#### Questions/Comments:

Joel Wilmoth clarified that while Scott referenced the lobby, the surge damage has also impacted the elevators, and the FAP room that contains the electrical and fire systems.

Sue Walker asked whether any other condo associations have used the solutions being proposed. Response: Scott said the flood logs are pretty common. Once the final quote is received, the research team plans to go to a place(s) using the process to get input from those users.

Sylvie said the Grandview building installed the flood panels on their fire panel door.

Jeff Lievens asked for clarification on the proposed solution for pay for the doors.

Jan VanGorder asked how the door log solution would affect the aesthetics of the doors. Response: one company would paint the attachments to match the building exterior, but the fixtures to secure the panels would stick out a little.

John Russo lent his support to the proposal for the storm solution and for the payment approach.

Jeff Lievens weighed in on how these solutions would help protect unit values.

Janet Markelz explained this would help those volunteers typically involved in storm preparation and remediation afterwards.

Rainy Kitkowski asked how high the door logs would go. Response: proposal is for 7 feet, but there is discussion on whether we need to go that high.

Tina Estep asked whether there would be any insurance reduction of any of these solutions were applied. Response: no. She then asked about warranties on the solutions if water did come through. Response: No warranties if water came through. She and Scott then clarified there would still be work to be done, but ideally it would be less.

Don Turner reminded the group there may be storage considerations to keep the door logs effective and there may be a cost to that proper storage. Response: The intent is to store any new panels where the old ones are currently stored.

Lance Johnson asked about history of storm surge levels other than Ian.

Response: Ian's surge was about 8 foot, but historically, there was only a minimal amount - with Hurricane Charley. Since Ian, both Helene and Milton brought some minor intrusion.

Doug Chyna asked whether the doors into the garage would be protected.

Response: The doors from the lobby to the garages would be protected, but no other garage doors would be included.

Jim Stewart asked about the alternatives of barriers that do not require installation.

Response: Scott explained the workings of the barriers and his concerns about installation at the time of an event. Also, the vendors involved do sell those, but did not recommend them for us.

- Scott motioned to have an ad-hoc committee, run out of the facility committee, lead by committee member John Schroeder, to facilitate the final selection of the flood-proofing solution. The committee would be tasked with using the research done to date, and taking it through the steps to a final decision. Joel seconded the motion and it passed unanimously. Scott asked other owners to offer their services to help John with this committee work.

A copy of the Scott's presentation on building protection is attached.

c. Time and Date for Next Meeting

The next board meeting is planned for Friday, February 14, 10:00 am.

d. Purchase and Lease Approval

Sylvie clarified there were no sales and no new leases.

## 9. Owner Comments

Tina Estep asked whether there could be additional access to the air conditioning controls in the social room. Response: Yes, it will be put on the docket for the next meeting. She also asked whether the mallet, used to help open and close tables, could be put in an unlocked location. Response: Yes, it was then moved to the storage area in the common room.

Janet Markelz complimented the work of the board, committees, and volunteers over the past 2 years.

Sue Walker brought up a landscaping issue; the palm fronds have not naturally fallen from the trees. She suggested that some maintenance to clean up the trees would help the building aesthetics. She presented her quote for \$518 and asked for a vote to spend the money to have it done. Once Jeff understood it would fall under the landscape budget, the board agreed to the expense.

Charley Eck commented that situations like the exercise class held on the WMA space outside their stacks might infringe on the owners' property rights. He believes WMA should be responsive to the Waterside 3 owners' concerns given that EBIA has provided the grove area for the class.

Carol Fiorenzini asked about meeting minutes from the January 2025 meeting as they were not out on the website. Donna responded those specific minutes were held up waiting on attorney response, but will be posted immediately as they have been now approved by the board.

Julie Bishopp commented about the building access process which seems much more dated than several of the other buildings in the complex. Charley Eck provided history with the sheriff's department who then recommended, and now still recommend, the entry keys that cannot be duplicated as the safest solution. Scott added that the work done post-Ian, was basically to replace what was there. It was decided to bring up the topic in a future meeting.

Dick Smith commented about the work done by the board.

## 10. Adjournment:

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

# President's Report

- Almost all has been covered in Annual meeting
- Thanks to the returning board members
- We like involvement and are asking for more to improve Waterside III
- Fire pump and Generator
- WMA to do lists
- Insurance – meeting on 2/6/25

## PROPERTY MANAGER'S REPORT (Thursday, February 13, 2025)

**Stucco Repairs:** has been scheduled for March 3rd.

**Window Cleaning:** Next window cleaning is tentatively scheduled for mid-March

**Fountain Equipment:** Don with Commercial Pool & Spa will be meeting with Scott and I either today or next week. If we are not able to meet he will leave the rack for us to look at.

Both the **Porta Potty and dumpster** should be removed no later than end of next week.

**Plumbing Inspection:** The annual unit plumbing inspection is tentatively scheduled for first week in April.

**Pest Control:** Unit pest control is scheduled for March 27th.

**APPROVED LEASES:** none

**SALES:** none

Respectfully submitted,  
Sylvie Gauthier, CAM

## Facilities Committee Update

- January review yielded 22 items
  - 9 have been addressed already
  - Condensate line of roof
  - Light fixture and switch cover on roof
  - Can light bulb by unit 326 replaced
  - Lock on kitchen door
  - Rust on Tele-entry system – not coming off
  - West garage door outside cover loose
  - West back side of garage vent on Ground
- 
- Walt and I discussed megging power lines from WS III's transformer to our building's distribution panels when the panel replacement project is being done this summer to insure we don't have any unknown damage to our power cables like building 7. Don Turner is investigating the potential of bringing one of his company tools to perform.

**WATERSIDE III  
BOARD OF DIRECTORS  
POOL COMMITTEE REPORT  
FEBRUARY 2025**

**ITEM 1: GENERAL**

All pool systems are operating normally. The water temperature is between 86 and 87 degrees, the jets and pumps are working, the infinity feature is operating and the Spa water temperature is consistently 104 degrees and the spa jets are operating normally.

**ITEM 2: POOL AND DECK PUNCH LIST**

I have retained Scott Kitkowski's Punch List of 29 items that require attention and/or resolution and as progress is ~~made~~ I will report on items cleared.

Respectfully submitted:

Joe Romanelli  
Pool Committee Rep.

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## Pool Committee Report (con't)

(From 8 green to 13 green items)

	Item	comments
1	Pool continues to "lose" water every day ( <b>average pool water usage per day since November 12, is 3,094 gallons per day</b> ) - leak test	pool was leaking through lights - has been repaired
2	Feature pump not working properly since Hurricane Ian	CPS working on issue 1/14/25 found crack in suction pipes , in
3	Pool level level control works only sporadically (see item number 1)	testing now that pool level is stabilized, new float installed for level control
4	Spa pump not working	new pump installed , waiting for panel to be cleaned / replaced
5	Spa aerator not working	
6	Pool lights not working - lights blinking on and off	electrician called
7	Raise pumps and electric panels	
8	Remove excess piping on heating units	
9	Move up transformer / overloads for geothermal pump	
10	Replace loud chemical feeder	both replaced (sounds very quiet)
11	Wires to Spa aerator need to be in sealtite or conduit	wire is taped
12	If hose is needed in pool pump area, install hose bib to keep it off of the ground	hose picked up and placed in corner of cage
13	Clean out infinity edge sump which contains auto fill	completed
14	Gate closers on both gates do not work	
15	Ground fault recepticle by shower not working	
16	Throwable life ring with rope is missing	
17	Grates at infinity pool, have pieces of the grate that are laying on top of the grating - needs reinstalled	worked on them, they are recommending replacement
18	Escutcheon plates on North East ladder are not installed	
19	Door on first floor storage area is missing	vendor on site 1/3 to measure doors
20	Ventilation grates on 1st floor doors on pool house are rusting	
21	West storage door on pool house is rusting out near bottom hinge	vendor on site 1/3 to measure doors
22	Pool fence rail damaged where Palm tree fell	
23	Valve Leak on primary heating unit winterizing drain	repaired to slow leak, will need to cut out and replace
24	Pool separation tank is held together by a strap - needs replaced	
25	Clean out pool coffins and pool pump area, much debris and old parts in them	
26	2 of the 4 pool heaters are not working as of 12/16/24	
27	leak from access panel 3 / 4 pump house	repaired
28	SPA pump and aerator not working 1/14/25	Repaired
29	Pallet still sitting on parking lot on west side of WS III building by tennis courts	Partially cleaned out
30	Spa heater down as of 1/18	

## Hounshell Social Committee Report

It's been a very good month for the committee. We are happy to announce that we have a new member. Gina Gullo has joined our group and we look forward to working with her.

Our Champagne Brunch on January 19th was very well attended and our residents made so many delicious dishes. We truly have wonderful cooks here.

We celebrated Chinese New Year ( January 29) on the 31st at Friday night Cocktails. Fried Rice and Spring Rolls were provided by the committee and supplemented with many wonderful items from our residents.

Participation in our January events has been exceptional and the committee is very pleased. February parties/events include Super Bowl on Feb. 9th, Valentine's Day Continental Breakfast on the 14th, and a swap meet on the 20th.

Our new bulletin board has been installed just off of the lobby in the mail room. Please check the bulletin board for sign up sheets relating to the upcoming events. Committee events are also being presented on the new television in the lobby.

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### Website Committee Report

February 13, 2025

The television in the lobby is up and running with useful information for Waterside3 residents. Rainy Kitkowski has created a beautiful PowerPoint presentation with pictures, meeting and social information. It took some time to figure out the process. She did an outstanding job for the first try.

Florida condo website requirements are changing for 2026. We are compiling a list of changes/updates we will have to make to comply.

The website and social committees have plans to meet to update our building's welcome packet.

We are still looking for photos of new owners to post on the private section of our website. Please send your photo to [janetmarkelz@gmail.com](mailto:janetmarkelz@gmail.com). I can crop if needed. If it would be helpful we could offer a photo shoot in the lobby one morning.

Respectfully submitted,

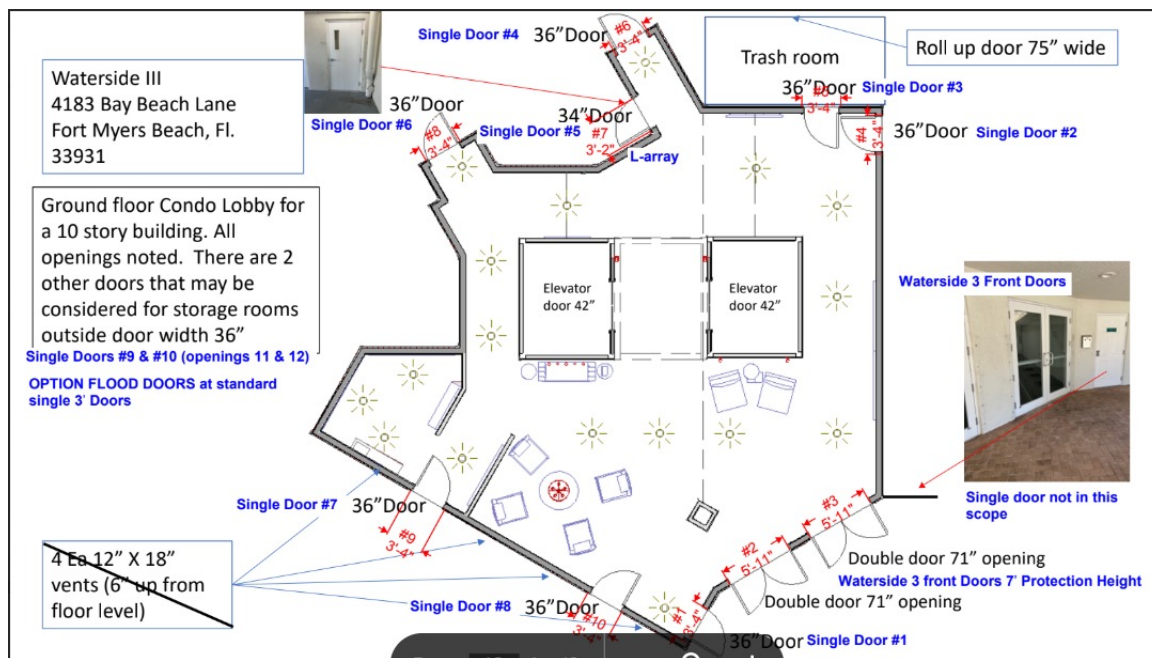
Janet Markelz  
Website Committee Chair

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# We Need a Better Way to Protect our Building from Storm Surge

- The solution must be easy to deploy
  - The time it takes to ready the building needs to be reduced
  - The effort to install must be manageable
    - Weight of panels
    - Ability to screw into building
  - The number of people required needs to be reduced
    - During some parts of hurricane season there often only a few people at our building
- The system needs to be better at stopping water ingress
- The system should be cost effective
- W1,2,3 are jointly looking at solutions

## Protecting our Building from Future Hurricanes and Storm Surge



# Flood Risk America

- Similar to what we have but light weight 5 lbs per SQ foot - cheapest solution so far.

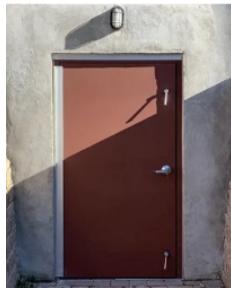


## Flood Proofing

- Flood logs - build up with panels (logs) that are long but not high and stacked. These are lightweight.



- Flood doors – like submarine doors



# Using Insurance Proceeds to Better Flood Proof our Lobby

Per a meeting with our lawyer:

- In order to do this, we need to go through a legal exercise to remain in compliance with our docs and bylaws. 15.8.2 defines that after all of the costs due to an insured issue that was covered by an insurance settlement are paid and if there is any money left, it is to be split amongst the owners. And as previously noted, there is money left from the claim **as most of the work was performed by volunteers and Paul.**
- In order to shift the insurance claim proceeds so that it can be used to support flood proofing our lobby, the following steps would need to be executed.
  - Once we receive the insurance settlement we, as a board, would need to approve an owner special assessment to protect our building for hurricanes and storm surge by enacting flood proofing technics.
    - The board has the ability to do this via 11.6 of our bylaws.
  - The amount of the special assessment would be an amount equal to the amount that would be returned to each owner from the insurance claim.
  - The excess amount of the award would be set to pay and at the same time the exact same amount of a special assessment would be set to deduct. So there is no fiscal impact to the owners

## Next Steps

- We can not move forward on anything as we do not have an approved flood settlement. We are still awaiting finalization.
- I wanted to let the membership know the thought process behind this strategy because hearing the term “special assessment” typically makes people nervous.
- I do want to have an Ad-Hoc committee to support the final selection of the flood proofing solution.
  - I move that the Ad-Hoc committee be run out of the Facility committee and lead by John Schroder
  - I would appreciate additional members to contact John to fill out the roster.