

HARBOUR PLACE CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEETING
Open Conference Call
VIA ZOOM
January 22, 2021

1. CALL TO ORDER

The Annual Meeting was called to order by President Vince Melendy at 10:03 a.m.

2. CERTIFY QUORUM

There were 17 members present via Zoom and 11 owners represented by proxy for a total of 28 units represented. A quorum was achieved. Community Association Manager Mike Henriquez and Operations Director Sterling J. Christian were present via Zoom on behalf of Management.

3. PROOF OF NOTICE

Proof of meeting notice was provided by affidavit signed by Community Association Manager Mike Henriquez.

4. MINUTES OF THE PREVIOUS MEETING

Treasurer Larry Connolly made a motion to approve the minutes of the January 24, 2020 Annual Meeting. Secretary John Brady seconded. The motion was approved unanimously.

5. PRESIDENT'S REPORT

President Vince Melendy provided instructions for using Zoom and noted that time would be provided at the end of the meeting for questions and comments. Vince asked all to please keep themselves muted to assist in reducing background noise. He noted that to unmute use the button in the lower left-hand corner of the display, or to temporarily unmute, hold down the space bar. Vince noted that if anyone has a question or comment specific to a topic being discussed, to please write it in the chat line at the bottom of the screen to be addressed at the end of each section. Vince noted that Secretary John Brady will be tracking the questions, so all are answered.

President Vince Melendy discussed improvements at the swimming pool including the installation of cameras. He noted that the cameras at Harbour Place were not monitored, but that recordings could be reviewed if necessary. Vince indicated that security had been improved at Admirals Cut with the planting of Bougainvillea in the space. Vince noted that there were no cruise ships yet, but that the plantings should help.

President Vince Melendy discussed the ongoing Covid-19 pandemic, and he indicated that the Board was asking all owners and guests to follow the Key West Guidelines to wear masks if outside their unit and in the elevators. Also, to maintain social distancing, to wash hands regularly, and to limiting gatherings at the pool area. He noted that the Association was following the standard cleaning procedures at pre-pandemic levels. Vince further noted that rental units need to follow all County, CDC, and City of Key West enhanced guidelines for cleaning.

President Vince Melendy reminded all owners to replace their water heaters if over 10 years old, to clean out the A/C condensation water lines, to clean dryer vents, and to inspect/replace the main ball valve on their water line, and also to replace smoke detectors over 10 years old. He noted that many were installed in 1990.

President Vince Melendy reminded everyone of the parking regulations, noting that there is no overnight parking in "Visitor" spaces permitted, and that all cars must have a Harbour Place parking sticker. He noted that a parking permit could be obtained from Security for all overnight cars including guests utilizing an owner's space while they're gone. Vince further noted that the Board had clarified that vehicles over 18 feet in length were not allowed.

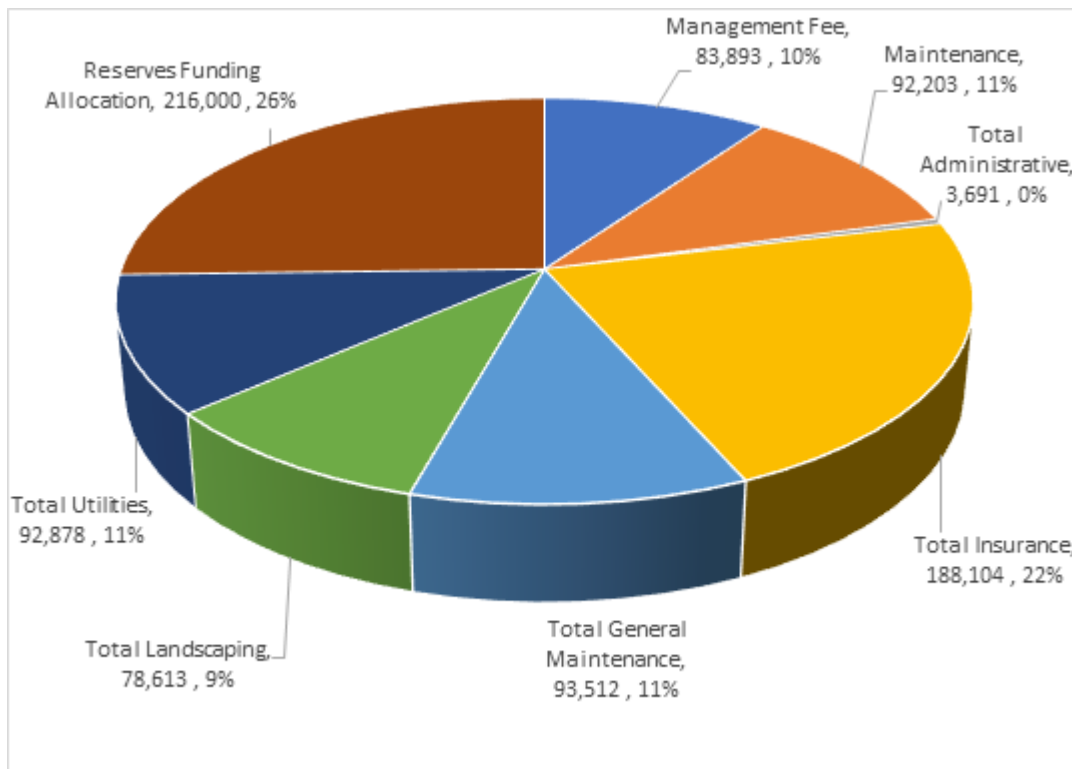
President Vince Melendy Vince indicated that new bicycle parking stickers were going to be made available soon. He indicated that red replaces the existing blue stickers and that they would be valid for 2 years--to be replaced in 2022. He noted that this cleans up the bike racks of abandoned bikes and that bikes without a red sticker will be removed.

6. YEAR 2020 Financial Report

Treasurer Larry Connolly indicated that the Association had a good year even though in total, we went \$47,500 over budget as noted below.

Maintenance Payroll	\$20,000 over
Insurance	\$23,500 over
General Maintenance	\$18,500 over
Administrative	\$11,500 under
Utilities	\$7,500 under

Larry indicated that the largest two categories as identified in the below pie-chart were insurance and reserve funding.



7. UNFINISHED BUSINESS

Vice President Bill Gerhardt reviewed landscaping and noted that Mama's Garden's quarterly services included fertilizing plants, weeding and trimming all plants. Bill indicated that tree work is usually done in May. He noted that the next quarterly visit is schedule for February. After that, a full pruning will be completed in May that includes the palm trees and other trees. Bill indicated that a heavy pruning was done in mid-November to get the plant material back in shape. He indicated that while this was severe, it is needed to keep them from overgrowing the area. Bill noted that we are investing the cost of replacing some of the plants with smaller less aggressive growing plants and with ornamental qualities of foliage color and blooms. Bill indicated that this year the Harbour Place maintenance staff will prune the Bougainvillea along the marina fence as well as the hedge west of the parking garage. This will help save any additional visits and cost of Mama's coming here more than quarterly. Bill noted that Dot Palm performs the cleanup of fallen landscape debris on Tuesdays, and that they do not prune or weed. Bill noted that irrigation is also checked and repaired as needed each quarter. This has

helped the plants to fill in and look better than ever before. He noted that plants added at all entries have filled in the bare areas nicely. Bill indicated that iguanas continue to be seen at the pool, but not as many. Bill indicated that three large Bougainvillea were added at the pool fence, and they seem to deter fence jumpers coming from the park walkway, and that the plants quickly over grow at the Marina fence creating a Bougainvillea barrier at the pool. Bill further reviewed improvements that have been made at the Annex building and at the 113 and 115 entries.

8. NEW BUSINESS

President Vince Melendy indicated that no additional candidates for the Board had submitted intent notices to run for the two open seats, so the existing board members would continue on the Board for 2021. Vince introduced the Board of Directors.

President Vince Melendy reviewed reducing an annual audit requirement for the present year 2021. Treasurer Larry Connolly moved to approve of reducing the annual audit requirement for the present year 2021. Director Michael Naughton seconded. The motion was approved unanimously.

President Vince Melendy reviewed rolling over any excess member revenues to the following year 2022. Treasurer Larry Connolly moved to roll over any excess member revenues to the following year 2022. Secretary John Brady seconded. The motion was approved unanimously.

President Vince Melendy reviewed allowing the use of reserve funds in the case of a disaster. Treasurer Larry Connolly moved to allow the use of reserve funds in the case of a disaster. Secretary John Brady seconded. The motion was approved unanimously.

President Vince Melendy reviewed the current initiative by Converged Services which Secretary John Brady was instrumental in arranging to review the cable and internet contracts throughout the Truman Annex. It was noted that the goal would be to have the existing cable infrastructure replaced with a fiber optic network. Converged Services will obtain proposals from several providers and the Associations will decide what services they would like.

President Vince Melendy also suggested possibly appointing a Solar Electricity Generation Committee. He noted that the amount possible given the roof size could be determined along with the cost of Installation and whether a Consultant would be needed. He also indicated that the Committee could review possibly installing Electric Vehicle Charging Stations, the maximum number possible, whether to locate a charging station at every parking spot and the cost per Charging Station.

President Vince Melendy Vince indicated that the Board made a recommendation to move to LED Lighting in the garage and common halls for all ongoing replacements.

9. QUESTIONS AND COMMENTS

Bill Powell indicated that the trees the City planted on the Waterfront Park property were going to begin to block the view of residents at Harbour Place. Management indicated that they would assist owners in contacting City officials in an effort to have them keep the trees trimmed.

Carl Weber asked when the new bike stickers would be distributed. Management indicated that they would arrange with Security to have them set a time to hand them out at Harbour Place.

Oliver Collins indicated that a fiber optic network would be preferred over cable.

Emily Maltz indicated that the 107 Front Street building entry panel was not working properly. Management reported that the panel would hopefully be replaced before the end of the day.

Oliver Collins inquired whether the entry panel could be connected to the internet versus a phone line. Owners present offered the suggestion that the number could be identified as front door on their personal phones versus having to switch the entire system to one that connects to the internet.

Vickie Baldwin asked whom she should contact in the City to inquire about trimming trees on the Waterfront Park property. Management indicated they would find out and let her know.

Tom Coan inquired about beginning and ending account balances. Management indicated that the Association's Auditors had begun working on the 2020 audit, and that it should be completed in March 2021 and the copies would be made available to the General Membership at that time.

Vice President Bill Gerhardt indicated that Management was obtaining proposals for the installation of the new electronic access gate to the marina. President Vince Melendy noted that all three access points to the pool area should be equipped with the new electronic lock that can be opened with the existing lobby access fobs.

Harry Ramsey inquired what could be done to address the ever-increasing insurance costs. Management reviewed the history of the wind insurance policies for Harbour Place and indicated that unfortunately future increases are likely to continue for the foreseeable future.

Members present thanked the Board of Directors and Management for their service.

10. ADJOURNMENT

Treasurer Larry Connolly moved to adjourn the meeting. Director Michael Naughton seconded. The motion was approved unanimously. The meeting was adjourned at 11:04 a.m.

Respectfully submitted,

Sterling Christian
Operations Director