

# Holley By The Sea Improvement Association, INC. BOD Minute Meeting of the Board of Directors October 12, 2010

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**Roll Call:** Christina Koenig, Joe Sipp, William Stuart, Jim Mitchell were present.

**Confirmation of Notice:** Notice posted timely

**Approval of Minutes:** William Stuart recommended approval of the 9/14/2010 Board Meeting minutes, and the 9/28/2010 Special Board Meeting minutes. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved 4-0.

**Report of Officers:** External Vice President reported that HBTS had joined the United Peninsula Association (UPA). This is a community driven organization composed of citizens from residential and business interest in southern Santa Rosa. The County is going out for bids for waste disposal for a county run system to replace the individual collections. The goal is to improve the overall collection and disposal of all types of waste. There were no other reports from the elected offices.

**General Managers Report / CPA Report:** The General Managers reported that the Pool Dome would not be put up until the soffit repair was completed, due to the risk of damaging the dome during the repair. Until the dome is up the Lap pool will be heated. The Tennis Pro has resigned. The BOD approved the formation of a search committee to assist the General Manager in finding a replacement for the tennis professional. The following people will be requested to serve on the committee: Arthur Anastopeulo, Wendy Hoeflich, Christina Koenig, Alli George, Wayne Maricle, and John Moore.

## **Committee Reports:**

**Social Committee:** Bob Gellar reported that the current budget is in good condition, and the October Yard Sale was a success. The Committee has purchased a new industrial grade coffee pot and plans to purchase name tags for the members. The Social Committee has a busy year ahead with upcoming events that are being planned. The events are: Halloween party for October 29<sup>th</sup>, the Asian night for November the 13<sup>th</sup>, Open house for the Beach house date to be determined, Breakfast with Santa for Dec 11<sup>th</sup>. A 5K run is being planned for sometime after the first of the year.

**Covenant Committee:** Pete Peterzen requested some direction from the BODs and is anxious to get started on improving the covenants.

**Architectural Committee:** A report of the past months activity was included in the BOD notebook. The Architectural Control Committee (ACC) requested that Ali George be approve as the Chairperson of the ACC. Joe Sipp made a motion to approve Ali George as the Chairperson of the ACC. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved 4-0.

**Old Business:**

*approved  
11/9/10*

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## Architectural Cases:

### Variance Request:

#### **7294 Frankfort St.-Setback variance for parking pad and fence**

Joe Sipp made a motion to approve the variance for a fence 3 feet from the front of the house and the concrete pad to be 7.5 feet from the property line. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved 4-0.

#### **7236 Reef St.-Driveway extension within 10 feet of the property line**

Joe Sipp made a motion to approve the variance for a concrete driveway to be 3 feet from the property line. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved 4-0.

### Request for Legal Action:

#### **6528 Fern St. – Yard Maintenance**

Joe Sipp recommended that legal action be taken against 6528 Fern Street for lot maintenance. Bill Stuart 2<sup>nd</sup> the motion. The motion was approved 4-0.

### Request for Board Action:

#### **6634 Desoto St.-Home occupied before final inspection- Bond issue**

The builder MSC of NWF Inc. (Michael Stanley) failed to get the final inspection prior to occupancy. The builder apologized to the BOD for the oversight. The BOD concluded that since it was the first time for this builder they would return the bond.

Jim Mitchel made motion to return the Builders Bond bond. Bill Stewart 2<sup>nd</sup> the motion. The motion was approved 4-0.

### Appointment of BOD for open position-

Brooke Goldberg, Harry Crouch, and Lee Steinert were interviewed for the open Board position. Bill Stuart made a motion to appoint Lee Steinert to the open position for the remaining of the position term. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved 4-0. Mr. Steinert assumed the position and was the 5<sup>th</sup> voting member on the BOD.

**Porter Request for usage-** Jim Mitchell made a motion to deny the request for usage based on the Covenants. Bill Stuart 2<sup>nd</sup> the motion. The motion was approved 5 to 0.

**Jones Request for usage-** Jim Mitchell made a motion to deny the request for usage based on the Covenants. Bill Stuart 2<sup>nd</sup> the motion. The motion was approved 4 to 1, Lee Steinert cast the no vote.

**Tabled - Corporate Facebook for HBTS-Carryover from Sept.**

**Tabled - Purchase/lease of vehicle for HBTS- Carryover from Sept.**

**Tabled - Reserve Study Approval- Carryover from Sept.**

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**A/C Repair** – Ray Rodriguez presented Engineered Cooling Services Service Proposal (Q-09-2010-32776 –HVAC System Modifications) based on the HVAC Mechanical System Analysis (Q-09-2010-33124) performed on the HBTS system. Questions were asked about the Freon 22 to determine if it met the current regulatory requirements, the oversight of work to be performed by the company, the start and completion times once the work started, the sequence of the work and if it could be started and stopped, and the deliverables once the service is completed. The questions by the aboard were answered satisfactory.

A motion was made to accept the A/C repair proposal by Joe Sipp. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved with 5-0 vote.

**Soffit Replacement**- The three bids that were reviewed. The decision was to select the S.E.C. bid based on the cost and ability to perform the work on time.

A motion was made to accept the S.E.C. to do the soffit repairs by Jim Mitchell. Joe Sipp 2<sup>nd</sup> the motion. The motion was approved with a 5-0 vote.

**Mold Remediation**- ATC associates preformed Microbial Testing (ATC Project Number: 21.34599.0002) of the HBTS Center. The report presented four recommendations for consideration. Bids were solicited to address the mold. Two bid were received. The bids were discussed and the MARCOR Remediation, Inc. was chosen. MARCOR addressed each recommendation as requested. A motion was made by Joe Sipp to accept the proposal with the following the additional to step 4 (of the proposal): Sheetrock wallboard above the ceiling tiles in the mechanical room are to be HEPA vacuumed and damp-wiped using a biocide solution prior applying anti microbial coating. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved with a 5-0 vote.

## **New Business:**

**Approval to proceed with foreclosure on Block 60/Lot 3- tabled**

**Approval of policy for rental garnishment collections in accordance with F.S. – tabled**

**Disposal of obsolete fitness equipment** - Request approval to sell obsolete fitness equipment to Fitness Master.

Jim Mitchell made a motion to sell obsolete fitness equipment to Fitness Mater. Bill Stuart 2<sup>nd</sup> the motion. The motion was approved with a 5-0 Vote.

**Approval to expand fitness area by utilizing existing space** – The BOD approved the expansion and did not need a motion.

**Shaw – Request for Usage** Jim Mitchell made a motion to deny the request based on the Covenants.. Lee Steinert 2<sup>nd</sup> the motion. Motion approved 4-0; Bill Stewart was not present during the vote and discussion.

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**Request from Navarre High School Team for use of pool** – Request by the Navarre High School Swim Team to use a few lanes in the Lap pool from October 18<sup>th</sup> through the November 11<sup>th</sup>. This will allow the team to practice for their upcoming district meet of which a few swimmers will qualify for FHSAA Regional Competition in Panama City. The times are flexible but would be ideal at 5:30 pm -7:30 pm. The team will not impact the HBTS swim team and is similar to the arrangements made in the past. A discussion with members centered on the guest policy. The guest was discussed believed to be consistent with the covenants. Joe Sipp made a motion to permit the use of the HBTS pool Lap lane providing the Navarre High School Team members sign in on a guest pass, have parental oversight at the time of swimming, bring a waiver to exempt HBTS of any injury, and only use the pool and locker room. Jim Mitchell 2<sup>nd</sup> the motion. The motion was approved with a 5-0 vote.

**Meeting Adjourned at approximately 2015.**

**Sincerely:**

**Joe Sipp**

**Assistant Board Secretary**

**Holley By The Sea**