

Holley By The Sea Improvement Association, Inc.
A Corporation Not-for-Profit

APPROVED MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
December 13, 2011 6:00-8:00PM

1. Roll Call
 - William Stuart
 - Brooke Goldberg (left at 8:00pm)
 - Pete Peterzen
 - Jim Mitchell
 - Joe Sipp
 - G.M. – Jennifer Barrett
2. Confirmation of Notice
3. Approval of Minutes (8/24 legal, 11/8 reg., 12/7 spec.)
 - Motion to approve 8/24 legal minutes, J.M., 2nd W.S., **Approved 5-0.**
 - Motion to approve 12/7 reg. minutes, J.S., 2nd J.M., **Approved 5-0.**
4. Approve the Agenda
 - Motion to approve as amended J.M., 2nd W.S., **Approved 5-0.**
5. GM Report
 - a) Electronic Filing – see Electronic Records Conversion Spreadsheet (J.B.), Options 1 & 2: Saltmarsh and Coast/Encompass options include purchasing a server and the necessity of paying off the copier that we now lease until we own it and the purchase of software for document management through Florida Imaging. #3: Ricoh, which is a server lease (instead of purchase) and includes one document scanner.
Motion to approve the Berney Office (Saltmarsh/Florida Imaging Combo) offsite backup solution, J.M., 2nd B.G., **Approved 5-0.**
 - b) Audit Engagement Letter – Motion to accept the proposal, J.M. 2nd W.S., **Approve 5-0.**
 - c) Sidenote from P.P.: interim audit results show no illicit activity or misappropriation, but do show need for improved accounting practices/performance...need to get a FT bookkeeper/accounting staff member
6. Usage Variance Requests (Belden, Giegler, Hobley, Van Engen)
 - a) Belden (3 bedroom) – owner request for usage for senior parents and handicapped sister (have only owner using facility). Motion to approve variance, J.M., 2nd W.S., **Approved 5-0.**
 - b) Giegler (4 bedroom) – owner request for usage for 25 year old son (have owner plus three using facility). Motion to approve variance, J.M., 2nd W.S., **Denied 2-3** (B.G., P.P., J.S. nay).
 - c) Hobley (4 bedroom) – owner request for usage for owner's partner (have owner and child currently using facility). Motion to approve variance, J.S., 2nd B.G., **Approved 5-0.**
 - d) Van Engen (4 bedroom) – owner request for usage renting family of five. Motion to approve variance, B.G., 2nd J.M., **Approved 5-0.**

7. Architectural Variance Requests
 - a) 2362 Pineneedle – A. Needle Construction...occupied before final inspection (usually requires forfeit of \$2000 bond). ACC recommends returning the bond because the final inspection has been passed now and this is a new builder to the community. Motion to return the bond, J.M., 2nd W.S., **Approved 4-1** (J.S. nay).
 - b) 1857 Edgewood – setback variance to match neighbors fenceline...(neighbor's setback is 10ft, but 1857's will be less than 10 feet). ACC recommends approval. Motion to approve J.M., 2nd J.S., **Approved 5-0**.
 - c) 7110 Jasper – wants to build a 594 sq. ft. shed. Two existing outbuildings will be removed. This building will not be used for living quarters, solely for recreation/maintenance. ACC recommends approval. Motion to approve, J.M., 2nd J.S., **Approved 5-0**.

Unfinished Business

8. Nominating Committee – still only Lee Steinert and Maria Baker. If no additional volunteers appear, Billy Neal will volunteer at the next meeting. TABLED to January 2012.
9. Pool Dome Committee Report – Chairperson Jean Tashlik presented – primary concern is the lighting, turned over to Jackie Goebel. J.G. reports that GB Electric has been out and is working with the Building Department Electrical Inspector (Bubba?) to come up with some solutions. Problem is that the solution will require set-up and take down on an annual basis. Motion to approve expenditure of up to \$10,000 for a lighting solution for the pool dome, B.G., 2nd J.S., **Approved 5-0**. Chairperson Jean Tashlik resumed report – Not ready at this time to propose either until there Compass can give a concrete slab estimate for true comparison. Billy Neal presented - see Lap Pool Solar Heating Comparison. B.N. says Compass did provide a cement slab proposal, but hasn't given an estimate on a pressure treated wood structure. BOD will take the information given and continue the research for a later decision. (*Brooke Goldberg left the meeting-8:00pm, minutes continued by Assistant Secretary Jim Mitchell*)
10. Tennis Committee Report – Cyndy Lipton presented-presented slide show concerning the redrafting of the Tennis position job description without court maintenance. Offered an option to pay a small base salary to cover job duties outside of actual lessons with the majority of pay coming from an 80/20 split on lessons. –TABLED

New Business

11. Engineering Cooling Services - Jackie wants to spend money to improve the heating in the main facility by increasing heat strips. 40 kws of electric heat. \$3992. Motion to approve and expenditure of up to \$4000 to add 20 Kgs, J.S., 2nd J.M., **Approved 4-0**.
12. Architectural Document/Policy Approvals-TABLED to January
13. Beach House Committee – Motion to name Earl Dean as Chairman of the Beach House Committee, J.M., 2nd J.S., **Approved 5-0**.

Beach house sound issue, presented by Jackie. Acoustic Panels. Spoke to Design Consulting in Pensacola (Engineering Company). \$1200 to come out and do a study to tell us what they say we should do to lower the noise. Results are scientifically guaranteed within a range of 10%. Study will determine the exact amount of panels needed at \$6/sq.ft. at a total cost of no more than \$5000. Motion

to approve \$1200 for Walthall & Associates to do an acoustic study on the Beach House, J.S., 2nd W.S., *Approved 4-0.*

14. PT Hire for Fun Factory to double capacity-TABLED to January
15. Traffic Control Committee Reinstatement – TABLED to January
16. Waiver of Late Fees (A.H.M. Corp., Lemon)-TABLED to January
17. Employee Bonus-TABLED to January

Regular Committee Reports/Other

18. Social Committee Report-Bob Geller spoke that they are maxed out for Breakfast with Santa at 150.
19. Open Forum
Reserve Study: Finished and available to the membership
Dan Ramsey requested that one month prior to the Reserve Study begins, the External VP, the Treasurer, the GM and the Maintenance Supervisor get together to oversee the audit.
20. Adjourn 8:15PM

Brooke Goldberg
Secretary, Board of Directors

Jim Mitchell
VP/Assistant Secretary, Board of Directors