



Association of St. C Condominium Owners

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MINUTES

Board of Directors Meeting
September 20, 2023 – 7:00PM AST

CALL TO ORDER

The Board of Directors' meeting was called to order at approximately 7:01 pm AST.

ROLL CALL

Directors Present:

Pres. Christine Merna (304), via Zoom
Vice-Pres. Sibyll Jones (207), via Zoom
Treasurer, Jessica Hodge (107), via Zoom
Tommy McGlothlin (309), via Zoom
Diane Petrushkevich (103), via Zoom
Ryan Pickard (118), via Zoom

Directors Absent:

Secretary, Rachel Haverkorn (332)

St. C Staff:

Jerraine Miller, General Manager (absent)
Patrick Nugent, Operations Manager

Owners in Attendance:

Names of attendees of this meeting were not available for the record.

APPROVAL OF AGENDA

- **MOTION** [J. Hodge] – Approve the meeting's agenda as presented.
 - This motion was seconded by TM.
 - No opposition – **Approved**.

APPROVAL OF PAST MINUTES

JH – do not have mins from July due to technical difficulties. Will table until next meeting.

OPERATION MANAGER'S REPORT

- *Excerpts from Patrick's report included below*
- Building C roof project update:
 - Did not intend to do extensive work, only intended to do the overhangs, but through the course of work uncovered major issues.
 - Now on final phase of the roof project.
 - Have had delays due to rain.
 - Contractor may have to work until 7pm some days due to the temperatures required for application of the product.

- Estimated another 4-6 weeks of work before complete.
 - Once C repair is completed, it will be painted, etc.
- Bedroom/front door projects:
 - Approximately 45% complete.
 - Had to deal with a finish issue with the doors.
 - Addressing emergency situations first and then other units.
 - CM – Owners have refused the new doors because they like the previous version. If people refuse new doors, they will sign a waiver that says they will be responsible for maintenance and repair of their door. Eventually all doors will be replaced and will have the standardized look we are looking for.
 - JH – Owners like old doors for air flow. There are screen door options that can be considered.
 - SJ – Has a screen door and it works great.
 - Vinal screen doors work well.
- Health and safety and work orders:
 - Completing over 22 work orders in addition to health and safety issues.
 - Several rebuild projects in process.
 - Administration building roof needs repair, when it rains it rains inside. Quotes have been submitted to BOD.
 - Building A emergency roof repairs have been made. It is the next building on the agenda for repair.
- VIYA:
 - Will be affixing mounted brackets for VIYA's equipment to the walls, no longer attaching to roof because it will void our warranty. Will not have their equipment mounted directly to our structure.
 - Will not have anyone come out and install anything on our roof without approval.
 - VIYA will need to contact office so that installation can be managed by office.
- Auto-chlorinator:
 - We have not used WAPA water for 3-4 months because there was a sargassum issue, and we had enough water in the cistern. But now in a drought and needed additional water, which we have been having delivered.
 - We are installing a flush point for WAPA water so we can flush it out before it goes to our system, and installing an auto-chlorinator to catch any contaminants.
 - We have a double-redundancy in our water distribution system. We have UV purification which works very well. Concern is introducing any contaminants into our system. We do not want to use WAPA water until we can make sure we are introducing only water clean of all contaminants before it goes into the system.
 - We are 100% contaminant free at the end of the system after UV filtration system.
- Hurricane preparedness:
 - 4 or 5 units needed shutter repair which has been completed.
 - During extermination we also look for issues that may need to be addressed.

GENERAL MANAGER'S REPORT

- *Jerraine was absent, but CM had her written report and provided updates excerpted below*
- Looking at hiring additional temporary employees to assist Patrick.
- Healthcare insurance is in renewal window.
- Consideration of raises for employees.
- Looking to fill office position which has been vacant.
- Working on notice of intent to lien for people who are in arrears or have not paid special assessment.
- Will be talking about additional washers in laundry room.
- Preparing to rent Apt A. Have an interested party.

OFFICERS' REPORTS

President's Report:

- *Excerpts included below. See written report for details.
- Welcome to everyone, over 20 people present.
- Stay vigilant as we are still in hurricane season.
- If you are not on island and your unit is unoccupied, best practice is to close hurricane shutters and move everything off of porch in case of storms.
- Remind owners thinking of selling that you must take care of your unit in a way that they are habitable. Your emergency does not become our emergency. Go through well in advance and if there are issues that need to be addressed that are St.C responsibilities, give enough notice.
- Increasing reports of owners harassing staff and contract workers doing work in people's units. Noise is permissible from 8-5 during the week. Unacceptable to have owners yell at someone else's paid contractor.
- Managers take a lot of heat, and some of it is absolutely uncalled for.
- Will take legal action if harassment continues.
- Kudos to our staff for the great work they are doing.
- Pay attention if you hear or see water leaks.
- Owners are talking about mold. This is the responsibility of owners. If you close up your place and it is hot and humid and you did not leave AC on or dehumidifier, you are going to get mold. Invest in a dehumidifier. Have someone check your unit.
- If you are running your AC on blast all the time it can have a condensation effect on other units.
- St. C will be 50 next year and anniversary committee will meet next week. Welcome owners who want to be involved. Email president@stccondo.com if you want to be involved.

Secretary's Report:

- RH was absent on a work trip.
- *See written Secretary's Report for details.

Treasurer's Report:

- *Excerpts included below. See written Treasurer's Report for details.
- Will update on fund balances at next meeting.
- Audit for 2020 has been completed. It needs final review before posting to website for posting.
- Has engagement letter for 2021 audit letter for BOD to vote on. Auditor is optimistic about completing 2021 and 2022 done before the end of the year.
- Board has contacted a forensic auditor, awaiting estimate of cost.
- Property insurance renewal in August. Premium increased almost \$80K which we did not have budgeted plus finance charge increase, so additional approximately \$90K. Will need to make accommodations. This is about \$681 increase per unit this year just in insurance.
- Health insurance for employees is up for renewal. Increase is expected to be about \$400 per month.
- At end of the year will be putting together budget for next year. Might consider splitting normal maintenance from insurance.
- Intend to get all accounts reconciled through end of Sept. Calling for volunteers to join finance committee to work on budget. 4 volunteers would be great. It will be setting aside some time in the second and third week in October.
- Wants to recommend to the BOD that we use hurricane funds for Building C roof and Office roof because received funds to install silicone roof system.
 - The previous BOD did install a very inexpensive system but unfortunately it has not held up, was not installed correctly, and there was not a warranty.
 - Insurance payout for roof after the hurricane was about \$882K, and what was spent in 2018 was about \$217K.
 - Theoretically should have a lot left, but inflation and other work completed has chipped away at balance.
 - Approximately \$708K is all that is actually remaining in the total approximately \$5.5 million hurricane payout.
- In the future will have to look at special assessment to complete further repairs and keep up with maintenance.

COMMITTEE UPDATES

- None.

OLD BUSINESS

- SJ – has been working to find someone to fill the shoes of assistant in the office and has had no luck. Will continue to do her best.

NEW BUSINESS

- **MOTION** [J. Hodge] – To enter into contract with Dion Construction to perform roof replacement for office.
 - JH - Received 3 bids and Dion was most responsive, licensed and insured, experienced working with St.C.

- This motion was seconded by SJ.
- No opposition – **Approved.**
- **MOTION** [J. Hodge] – To proceed with 2021 audit.
 - This motion was seconded by TM.
 - No opposition – **Approved.**
- **MOTION** [M. McGlothlin] – To move forward with proposal for auto-chlorinator.
 - This motion was seconded by SJ.
 - No opposition – **Approved.**
- **MOTION** [J. Hodge] – To renew employee health insurance keeping our plan the same.
 - JH - Received proposal from United Healthcare. The plan has been consistent for the past few years. Not much of a cost savings to justify cutting back on benefits. This would be an increase of just under \$400/month.
 - This motion was seconded by SJ.
 - No opposition – **Approved.**
- **MOTION** [J. Hodge] – To replace security call box at the gate.
 - JH – this will be a full replacement of the box system and allow the office to make adjustments in real time.
 - This motion was seconded by DP.
 - No opposition – **Approved.**
- **MOTION** [S. Jones] – To replace 2 commercial washing machines at about \$2300 each.
 - This motion was seconded by JH.
 - 5 Yea, 1 Abstain [DP], 1 Absent [RH]– **Approved.**

ANNOUNCEMENTS

- CM – thanks to those who are showing up to meetings.
- CM – 50th anniversary celebration upcoming. Please reach out directly to be involved.

ADJOURNMENT

- **MOTION** - There being no further business, on motion duly moved by J. Hodge.
 - Seconded by S. Jones – No opposition.

The meeting was adjourned approximately 8:14 P.M.

Minutes submitted and approved by:



Rachel Haverkorn, Secretary