

**The MINUTES OF MEETING  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
BRINY BREEZES, INC.  
9:00 A.M. Wednesday, April 9, 2014  
Briny Breezes Community Center**

The April 9, 2014 Regular Meeting of the Briny Breezes Inc. Board of Directors was called to order on Wednesday at 9:00 AM by Board President Michael Gallacher.

The Pledge of Allegiance was recited and a Moment of Silence observed.

President Gallacher called the roll. A Quorum was present with all eight Directors – Gross, Gallacher, Coyner, Long, Stewart, Elble, Brannen, and Oglesby in attendance for the meeting. Oglesby attended by conference call phone link.

Proof of Notice for this meeting was posted Friday April 4, 2014 at 1:00 PM and signed by President Gallacher.

**Approval of Minutes**

President Gallacher began by informing the Board that the minutes being considered for approval at this meeting were those from (1) the Regular Board Meeting of March 12, 2014; (2) the Special Board Meeting of March 20, 2014; (3) and the Closed Board of Directors Personnel Meeting of March 20, 2014. Secretary Oglesby noted the Policy for Reading Correspondence at Board Meetings as approved by the Board on March 12 is attached to the March 12 minutes and will be published in the Bugle.

The Secretary then asked the Board if there were any amendments to the minutes under consideration. There were no motions for amendments.

***Oglesby moved to waive reading of the afore-mentioned minutes and to approve these minutes as written. The motion received a second and the President called the question. The Secretary's motion was approved unanimously (8-0) by voice vote of the Board.***

**President's Report**

President Gallacher greeted the Stockholders in attendance. The President made the following comments in his address:

- The Board is working on the Budget for FY 2014-15 to see if there are areas where things can be done more efficiently and at lower cost
- Looking forward to our new GM, Theresa Pussinen beginning work at Briny expected by the 15<sup>th</sup> of April
- Started recycling of office paper this week
- Most Committees held meetings recently, some of which the President attended
- Christy & Sharon are managing the Reservation Book for next season, which is almost full
- Repairs to the roof of 5000 Building begin next week. The project will also include cleaning and sealing of the Ocean Clubhouse roof
- Thanked the office volunteers

**Treasurer's Report**

Treasurer Elble provided the following financial information on Briny Breezes accounts:

- Operating cash beginning of the period (October 1, 2013) - \$227,114.54
- Income for the period - \$775,283.11
- Disbursements for the period – \$821,186.18
- Operating cash end of the period – \$338,898.96
- Total cash including reserves end of the period – \$1,284,767.70
- Liabilities end of the period (including reserve expenditures) - \$259,403
- Delinquencies end of the period - \$4086.13 (within 30-day period of delinquency)

The Treasurer thanked Cindy, Director Long and the Finance Committee for helping her to become more knowledgeable of her responsibilities as the new Treasurer and regarding the Corporation's budget status. The Treasurer has, in coordination with the President, been contacting vendors in an effort to capture cost savings for the Corporation and stockholders. Finally, Elble invited the stockholders to meet with her to discuss any concerns, questions or suggestions that they may have with regard to the budget.

### **Manager's Report**

No Managers Report, New Manager Pussinen not in attendance, expected to start April 15, 2014

### **Ocean Ridge Police Chief / Briny Town Marshal Report**

Chief Yannuzzi's comments covered the following:

- There were 73 police events reported for March for Briny, but 31 of these were normal security checks. Nothing of significant concern was reported.
- OR Police is actively involved in education of bicycle, motorist & pedestrian safety issues on A1A
- Stockholders can register on Website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) to get monthly newsletter from OR Police Board on news and information regarding police activities. Registered email addressed becomes public record
- Attempted burglary on Beachway North (Woolbright & A1A). Security camera captured vehicle tags. Suspect was caught
- Burglary off Woolbright Rd, 1<sup>st</sup> of year, in Ocean Ridge, in home where alarm was turned off
- Suspicious persons were knocking on doors asking for directions to I-95
- Police apprehended 2 suspects crossing onto Sable Island due to 'see something, say something'
- Drowning occurred on Boynton Inlet. Third drowning since January, all along unprotected beach and during high rip currents
- April 13-19 is National Public Safety for Telecommunicators Week recognizing Public Safety Dispatchers. (please thank OR Police Dispatchers, if you call)
- At the President's request, the Chief clarified that Briny Breezes has not committed to spend \$60-\$120k (total cost for project) to install 6 security cameras along A-1A. Several surrounding communities have committed to the cameras. The Chief stated that there will be no monthly billing to the town and corporation for these cameras.

**SAFETY ALERT:** Dan Statt (V-205) mentioned a safety hazard to golf carts crossing A1A along Cordoba due to cars traveling along A1A and failing to stop at the stoplight.

### **Town Liaison Report**

Town Council President Sue Thaler began by informing the Board that the Town Council has filled the two vacant alderman seats by appointing Jim McCormick (I-22) and Bob Jurovaty (E-211) to fill the two-year terms.

The Town has sent a letter of interest to participate in the State Mobile Home 'Tie-Down Enhancement' program. Submissions will be reviewed in June or July to select mobile home parks for rating. The program provides tie-downs for eligible homes at no cost to homeowners to mitigate wind damage. The letter of interest does not commit the town.

April is Water Conservation Month in Briny Breezes and throughout the State. The Town is encouraging everyone to check for leaks and fix them, as well as use less water by not running faucets unnecessarily.

### **Committee Reports**

#### **• Welcoming and Orientation Committee**

Board Liaison Director Long announced the committee's first meeting on Friday to plan next year's activities

#### **• Technology and Communications Committee**

Board Liaison Director Long announced that Committee Chair Nancy Greenblatt and her committee have been meeting weekly. The Director thanked the Bazaar Committee for their donation of the eight new

wireless microphones used by the Directors at Board Meetings. Director Long summarized her committee's recent and current activities:

1. Completed an inventory of the Corporation's electronic devices to determine what additional equipment might be needed (i.e. sound, lighting, visual)
2. Working on web calendar and email data base of email addresses and cell phones for emergency contact purposes.
3. Looking at telecommunication software for meetings (i.e. Go to Meeting)
4. Working on "Branding" of Briny's copyright logo, font, colors and guidelines, building a template for Bugle.

• **Finance Committee**

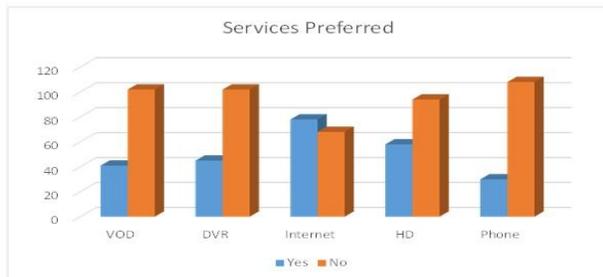
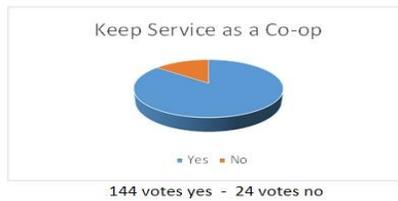
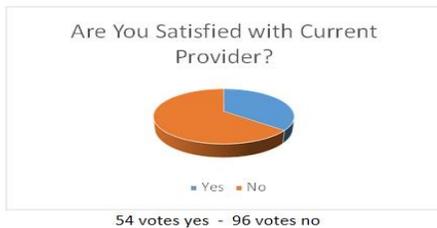
Board Liaison Gail Elble informed that the Committee has met and prepared a temporary budget for FY 2014-15 that has been sent to stockholders by mail.

• **Marina Committee**

Board Liaison Gail Elble stated that the Committee has met with Qualmann and the Sewall Committee to plan for the seawall repair and rebuild of the marginal dock (board walk and finger piers) along Dock Drive. Marina Committee Chair, Doug Baumgarten, will be contacting boat owners about temporary re-location of boats during the work.

• **Technology and Communications Committee – Temporary Subcommittee for Cable TV**

Co-Chairman Elble (Co-chairs with Director Stewart) summarized the results of the Cable TV stockholder survey noting that the overwhelming majority of respondents want the Corporation to negotiate a bulk contract for cable TV and a slight majority of respondents favor including internet service in the contract. (See pie charts below)



Yes	No	
41	102	Video on Demand
45	102	Digital Video Recorder
78	68	Internet
58	94	High Def
30	108	Phone (Land Line)

Director Elble asked for stockholder assistance in identifying vendors that offer cable service on the barrier island. She is currently waiting for responses from Access Media and Hotwire who provide service on the Island but may or may not be interested in service to Briny on a bulk contract basis. ATT is not interested in providing bulk service to Briny.

Comcast is the only major company interested in providing service to Briny. Their initial proposal includes Basic Cable TV (160 channels including music channels), one receiver box (\$10/month) with remote, video on demand (VOD) and up to two DTAs (digital transfer adapters @ \$1.99 each per month). Total initial cost in offer is \$25.95/month-unit +~15% tax (~\$29.84/month) with a 4% fixed annual increase. This is Comcast's initial offer, to be negotiated. A HD starter package increases Comcast fees \$4/month. In response to a

question from Stockholder Statt (V-205), Elble replied that Comcast proposes to install a new infrastructure including a fiber-optic master cable, hubs and feeders for each unit.

Director Elble added that Comcast is contractually-bound to provide new technology when available. There is also a standard clause providing relief if we have a major disaster / hurricane. If the Park sells, the contract commitment would stay with the Corporation, but should be considered a benefit due the lower bulk cost for the service. This matter will be taken into consideration before the contract is finalized.

For reference, we will be paying Access Media approximately \$207,000/yr at the end of the 10-yr contract period in October 2015. For reference, the initial Briny Inc. 10-year commitment to AM3 for our current contract was around \$1.5M. (averages \$170k/yr over 10-yr period).

The Sub-Committee expects the vendor chosen to provide training for their equipment and to come to Briny to meet with shareholders to help stockholders select additional upgrades, as desired.

Regardless of the company selected, it will take 8-9 months to complete all the installation work needed. The goal is to identify the two best offers and survey the stockholder to determine which vendor is selected so we can sign a contract no later than December 31, 2014.

Co-chair Stewart warned that Comcast's service record was disappointing (97% of respondents disliked Comcast service) and is wary of long-term contracts that lock Briny into their technology, especially if wireless TV service becomes widely available. Stewart added that last year, Comcast lost 400,000 users nationally.

- **Architectural Review Committee**

Joe Coyner, Board Liaison, informed that the committee has not met yet, but should meet before end of season.

- **Landscape and Pest Control Committee**

Joe Coyner, Board Liaison, discussed the committee's reforestation project, mentioned the fountain project (under new business) and added that this committee is evaluating potential alternate vendors for our lawn maintenance contract. Stockholder Faron (L-211) asked for timetable when the lawn maintenance proposals will be forthcoming. President Gallacher responded that probably, there will be no actionable decision until next Fall.

- **Futures Committee**

Board Liaison Paul Stewart announced that Jerry Lower (E-203) would serve as temporary (due conflict of interest with Town responsibilities) Chairman for the Committee and announced that the Committee's initial charges are (1) to identify all Corporation documents that must be changed to allow stockholders to purchase and place standard manufactured 12-ft wide trailers and install in Briny. These trailers are up to 12.5 feet wide due to siding. Current rules do not allow trailers wider than 12 feet, forcing stockholder to pay a premium for custom built trailers. The committee is also looking into to changing our requirements to allow new trailers to be installed up to 9.0 feet above mean high tide.

Long term, the Committee will be looking at hurricane-resistant housing for Briny. Director Stewart informed that Jacobsen made a presentation to the Committee and had many examples of HUD D3 compliant units (can withstand a sustained wind of 180 mph for 10 minutes). He noted that there are several local uses that the committee will visit. The Committee is also currently working on corporate documents that will need to be changed to take advantage of the Town's Comprehensive Plan.

- **Maintenance and Storage Committee**

Director Stewart, Board Liaison, related that the committee is revamping Storage accountability, creating a new waiting list and investigating current charges. Quonset access is excessive and the Committee will be looking at methods to control unauthorized use.

## **Correspondence**

Director Long read the correspondence including...

- A letter from George Brinks (J-15) on the Dock Drive seawall project
- A letter from Barbara Brown (R-211) regarding holes and sinking along the seawall due to holes/cracks in seawall and asking the Corporation for remedial action.

## **Unfinished Business**

### **A. Approval – Parking policy; *proposed process revisions* (clarify administrative policy)**

President Gallacher informed that the parking committee has been working on plans to better assist in parking for guests and stockholders.

***Director Elble made a motion to amend the parking policy as detailed by the Parking Committee to be put into action by administrative staff. Director Elble later amended her motion to accept the recommendation of the Parking Committee and publish the Rules for a future Board meeting with the required two-week notice to approve the changes to the rules, as discussed.*** The motion received a second and was discussed.

Director Elble noted that the existing parking rule limits resident parking to only in their unit's driveway or their assigned parking space. The Temporary Parking Committee chaired by Doug Baumgarten and Gaylord Armstrong is trying to solve the problem of people parking a second vehicle in a guest parking space. The Committee proposes issuing two Seasonal Parking Placards (October- May & June-September for short term parking, but do not allow overnight parking) to address this problem. The temporary, 24hr/two-week guest parking pass will continue to be issued for overnight guest parking.

Several stockholders and Director Gross emphasized the need for a commitment to enforcement and fining for rule violations of the current rules before making any new rules.

**After discussion, the Board voted by a roll call and Director Elble's amended motion failed to carry by a vote of 4-4 with Director's Gross, Stewart, Coyner and Brannen opposing the measure.**

## **New Business**

### **A. Approval - Committee member changes/additions etc.**

President Gallacher noted that the respective Committee Liaisons have asked the Board to consider adding two members to the following committees: Nancy Boczon (F-4) to Violations and Fining and Jerry Lower (E-203) as Temporary Chair of the Futures Committee.

***Director Stewart made a motion to add Nancy Boczon to Violations/Fining and Jerry Lower as temporary chair of the Futures Committee.*** The motion received a second. There was no discussion from either Board Members or shareholders. **Director Stewart's motion was carried unanimously (8-0) by the Board by voice vote.**

### **B. Approval - Bazaar Committee donations to Corporation**

President Gallacher read the list of Bazaar committee donations for 2014 to be approved by the Board:

- |                                                 |               |
|-------------------------------------------------|---------------|
| • Medical Cupboard - Wheelchair, Pressure Cuffs | \$500         |
| • Grandma's Cupboard – 2 car seats              | \$500         |
| • Auditorium – Spotlight, 8 microphones         | \$1000        |
| • Library – Children's Classics                 | \$300         |
| • Holiday Lighting – Entrance Palms             | \$1500        |
| • Pool Cabana - Hurricane Shutters              | \$6700        |
| • Fountain Project - Bronze sculpture           | <u>\$7000</u> |
| <u>Total Donations Offered</u>                  | \$17,500      |

**Director Brannen made a motion to approve the donations being made to the Corporation on behalf of the Bazaar Committee for 2014, but excluding the donation of a sailfish sculpture for the fountain in the amount of \$7000.** Director Brannen's motion received a second and motion was discussed.

Director Gross asked that future Bazaar donations for technology items could be selected from a Technology master plan list of needed items. In response to a question from Director Stewart, the general consensus was that if we accept the donations and purchase the items, these items become corporate property but are not treated as income (as supported by Stockholder Faron) but Briny's Accounting firm will be consulted to ensure IRS compliance.

**Director Brannen's motion was unanimously (8-0) approved by the Board by voice vote**

**C. Approval - Sales/rental questionnaire; *proposed process revision* (clarify administrative policy)**

Rental and Sales Committee Chairman Sue Thaler read the list of recommended procedures and requirements (Attachment 2) and referenced the owners & renters checklists (Attachment 3) to be followed / completed when renting units in Briny. Copies of the documents and procedures were provided to meeting attendees. The purpose of the checklists and procedures is to address health and safety concerns related to renting units in Briny.

**Director Brannen made a motion to approve the Sales and Rentals Committee's recommended procedures, processes, checklists and optional questionnaire for all Briny Rentals.** The motion received a second and was discussed.

Director Brannen and President Gallacher clarified that these are only changes to administrative policy changes, not Rule changes. Director Elble suggested that the fees mentioned in the process document be modified to replace the rates quoted in the process description with "at current rates/costs" to avoid the need to revise the document later if fees change. This change was supported by the Committee Chairman and no exception was taken by the Board members (changes indicated in strikethrough and red font on Attachment 2).

Stockholder Statt (V-205) pointed out any new procedures must be incorporated in the Rules and requested that a clean copy of the documents under consideration be sent to the Rules Committee so that they can make any revisions to existing documents that are needed and seek subsequent approval from the Board. Statt envisions a major re-write and re-distribution of amended Rules next season. The Board agreed to send the proposed changes to the Rules Committee and for the office to post the documents on its bulletin board.

Stockholder Prophet (F-8) asked that the administrative policy requiring background checks for recent renters and former long term owners who are now renting to be amended to reduce redundant and needless background checks.

After discussion ended, President Gallacher called for a vote on Director Brannen's motion. **The Board approved Director Brannen's motion by unanimous (8-0) voice vote.**

**D. Approval – Violations/Fining Committee; *proposed policy revision* (clarify administrative policy)**

In effect, no motion was made (motion withdrawn), so no action was taken to revise this policy.

**E. Approval - Clubhouse reservation policy; *proposed process revisions* (clarify administrative policy)**

President Gallacher began by explaining that the issue motivating this agenda item was the fact that the Ocean Clubhouse was not being properly cleaned after events and subsequent users had to deal with the mess until the Corporation cleaned the facility.

**Director Brannan moved to approve the proposed revisions to clubhouse reservation policy including a \$100 deposit for all reservations.** The motion received a second and was discussed.

Director Brannen read and explained the proposed policy revisions regarding clubhouse reservations, the purpose of which is to discourage sponsors from leaving the clubhouse is left in a mess after parties or events and adding an unnecessary expense to the Corporation. Stockholder Thaler (Q-207) asked that Briny cleaning staff could clean of the Clubhouse early each weekday day (before 8am).

**After discussion, the Board voted unanimously (8-0) to approve Director Brannen's motion by voice.**

**F. Approval - Reserve Study – all park facilities – NTE \$10,000.00** (capital asset reserve)

President Gallacher explained that a reserve study is a comprehensive report (usually 100-300 pages) breaking down all parts of the community including buildings, facilities, roads, mechanical/electrical/plumbing etc. It provides the Corporation with a breakdown of the useful remaining life in years, current average cost, future cost etc. of each common element giving us supportable figures on which to base future reserve assessments. This report is very comprehensive. Preparing the report will require many hours of on-site work and takes multiple weeks to document. This type of study had not been done in many years.

The President added that we are in the process of gathering quotes from three vendors and pricing will be in the range of \$8 -\$11k. This expense will be paid out of our Capital Asset Reserve Account, with a balance of \$56,253. We currently have \$8,500 being paid out of that account for shuffleboard courts. After debiting the account for the Reserve Study (est. \$10k), the account balance will be about \$37.8k. An additional \$7851 will be deposited in this account by the end of fiscal year 2013-14, increasing its balance to around \$45k.

**Director Elble moved to approve a comprehensive Reserve Study, to be completed prior to end of the current fiscal year at a cost not to exceed 10,000\$ and to be paid out of the Capital Asset Reserve Account.** The motion received a second and the floor was opened for discussion. No discussion ensued so President Gallacher called for a vote on Director's Elble's motion. **The Board unanimously (8-0) approved Director Elble's motion by voice vote.**

**G. Approval – Roof Repairs (Roof Reserves) Quonset Roof (#3) –repair/reseal total NTE \$21k. 18k roof reserve Inc. structural repairs, \$3k roof budget & exterior cleaning - 3 Quonset roofs**

President Gallacher stated that regular maintenance of roofs has not been done in years and this Board is left with some serious leaks and damages to Corporate buildings. The President pointed out that Quonset Hut #3 is in need of a full roof re-coat that will cost \$18.5k and needs about \$3k in structural repairs.

President Gallacher and Omar met with Rino Roofing Company that offers a product that provides a membrane type coating across the whole building lasting 10-12 years before needing to be redone. The President explained that this product would cost about \$24.5k for the entire Q-3 building roof. If we were doing buildings Q1 (Chislars Club) or Q4 (Art Club) which we use for purposes other than storage, the \$24.5 k coating would be the optimal choice. However, Rino's lesser grade product costing \$18.5k for the roof has just as good lifespan and is the best choice for Quonset Hut 3. . In addition, Rino Roofing is offering us an exceptional price to pressure wash/bleach the other three Quonset Huts ~\$300/Quonset hut.

**Director Elble moved to contract Rino Roof Protection Systems to re-coat the entire Quonset Building 3 roof, pressure wash the other three Quonset huts and to pay for the cost as follow: \$18,500 from Roof Reserves (current balance of \$60,100 after 5000 building expenditure) & \$3,500 from the operating budget for roof maintenance (currently \$8k) for structural repairs of Quonset Hut #3 & exterior cleaning of other 3 Quonset roofs.** The motion received a second and was discussed.

In response to a question from Stockholder Faron (L-211), the President responded that Rino Roofing has been in business more than 18 years, their work is guaranteed, but we have not checked numerous references on the company at this time.

**After discussion, the Board of Directors unanimously (8-0) approved Director Elble's motion by voice vote.**

**H. Approval – Propane pool heater replacement – (pool reserves) NTE \$4,500.**

President Gallacher noted that the pool heater has been repeatedly broken and fixed in the past and that currently, parts are no longer available and/or cost to repair exceeds the cost to replace the unit.

The President commented that several people have asked about solar heating alternatives but he learned that such units cannot keep pool warm enough during the coldest months, and at best, can only supplement a conventional heating system. Electric pool heaters are more energy efficient (depending on cost of propane) but the output in BTUs on a gas pool heater is 3 times that of electric heaters. Thus, it would require purchasing 2 of 3 electric heaters to replace one gas heater. In addition, new health code regulations require full plan review, plan change and approval of heater type changes and could force compliance with all current health department code requirements for pools, many of which are not applicable to pools build before the codes were changed. This would delay replacing the heating units and could be engender new and unanticipated costs to the Corporation.

President Gallacher concluded that at this point, we need to replace the gas pool heater with a new gas unit that will keep our pool warm during the cold months. The Corporation is in the process of obtaining bids but believes that it can replace this heater with a very good one for less than \$4,000.00 including installation.

**Director Coyner made a motion to replace the broken pool heater with a new LP heater at a cost not to exceed \$4000.** The motion received a second and was discussed.

Stockholder Statt (V-205) suggested getting repair parts in advance to avoid lengthy delays in obtaining parts in the future as have been experienced in repairs of our current unit. The President responded that the vendor assured him that it should just take hours, not days or weeks, to obtain parts for the new heater. President Gallacher did acknowledge that the Corporation would look into the option of pre-purchasing critical spare parts.

**After discussion, the Board unanimously (8-0) approved Director Coyner's motion by voice vote.**

**I. Approval – Reconditioning of Pool Deck – pavers or re-paint (Pool Reserves)**

President Gallacher reminded the Board that last year, we spent \$2-3k a year re-painting the pool deck. Although we purchased the best paint product on the market, once again the paint is blistering and no one is happy with the color/look of the painted surface.

The President noted that pavers are an attractive alternative to re-painting and would be a significant upgrade in the safety, maintenance and durability of the pool deck. He noted that it will cost roughly \$12k to install

pavers on the pool deck and an additional \$2800 to install them in the Cabana floor, bringing the total to \$14.8K or around \$15k for the entire resurfacing project at includes the pool bathrooms. Installing pavers is also expected to mitigate the safety issue of slippery bathroom flooring. He added that the leaking pipes below the concrete pool deck will be repaired before the repaving of the affected area is initiated.

President Gallacher informed that there is currently \$56k in the pool reserves, with \$7850 to be added by the end of FY 2013-14. After paying \$4k for the pool heater and \$15k for resurfacing with pavers, the Corporation would still have \$46k in the account at the end of the fiscal year, leaving a healthy balance to deal with any unexpected pump/filter issues. Since we just refurbished the entire pool surface last year, we should be a great shape for a while. The President then called for a motion.

***Director Coyner made a motion to cover the pool deck, Cabana and pool bathrooms with pavers for a total cost not to exceed \$15,000. This includes fixing the broken pipes before paving.*** The motion was seconded and discussion ensued.

In response to a question, President Gallacher informed that pavers can be cleaned by pressure washing but must be re-sealed every few years. In response to a suggestion by Stockholder Thaler (Q-207), the President explained that in part, since the concrete pool surface must be broken to make pipe repairs before resurfacing, the pool resurfacing is not considered a material alteration of a common element under the Statute and is simply the best approach to repair a common element that must be resurfaced.

**After discussion, the Board unanimously (8-0) voted to approve Director Coyner's motion by Roll Call vote.**

### **Adjournment for Lunch**

***President Gallacher made a motion to adjourn the meeting for lunch and to reconvene at 1:00PM.*** The motion received a second and **was approved unanimously (8-0) by the Board in a voice vote.** The President temporarily adjourned the Board Meeting at 11:54 AM.

### **Meeting Reconvened**

President Gallacher called the Board Meeting back to order at 1:04 PM, after the lunch recess.

### **J. Approval – Flood Elevation Surveys as required for flood insurance policies \$1,000.00**

President Gallacher explained that the Flood Insurance Reform Act of 2012 has expired. This eliminates subsidized premium rates and mandates that a structure's full risk premium be charged for National Flood Insurance Program policies. To maintain flood coverage of our buildings, we need 12 elevation certificates, one for each building policy. These must be sent by our agent along with our application to renew coverages. Two quotes of \$1000 and \$1800 have been received to provide the 12 elevation certificates required.

***Director Coyner made a motion to obtain the necessary flood elevation certificates on the buildings covered by 12 flood policies for a cost of \$1000.*** The motion received a second and was discussed.

**After discussion, the Board voted unanimously (8-0) to approve Director Coyner's motion by voice vote.**

### **K. Approval - Art Building Update (building reserve) NTE \$5,500 w/additional \$3,500 being contributed by Art League as needed. (includes exterior roof cleaning)**

President Gallacher reminded the Board and Stockholders that the Art Building is in need of repair/updating due to issues with leaking, vermin intrusion, moisture and possibly termites. We are looking to spend funds to

clean, seal, repaint, and repair rotted/warped wood, exterminate and several address several other issues as necessary. Much of this work will be done in house to save on costs. For example, some of the painting will be done by our staff.

The President informed that we need approximately \$5,500 to do many of the necessary repairs and the Art League has agreed to contribute an additional \$3,500 for additional improvements to the building. This is a heavily used building where it hosts many art classes, art shows etc. The building is a Briny Capital Asset structure that the Corporation is responsible for maintaining.

***Director Brannen made a motion to approve up to \$5500 from our Building Reserve Fund (current balance \$79k with an additional \$15.7k to be added during FY 2013-14) to repair the Art Building.*** The motion received a second and was discussed. **After discussion, the Board unanimously (8-0) approved Director Brannen's motion by voice vote.**

#### **L. Approval - District 4 Seawall repairs/cracks**

The President stated that the seawalls in District 4 have numerous open cracks and gaps that allow Intracoastal water to surge through the seawalls surrounding the District as the tides come in. These high tidal waters then erode/carry soil from behind the seawall out into the Intracoastal during the transition from high tide to low tide and create expanding "sinkhole-like" depressions that threaten the stability of the units adjacent to the seawall as well as their improvements (i.e. porches). In addition, our maintenance staff has had to continuously place new dirt behind the seawall in these depressions in a never-ending battle to fill the holes that continue to form.

Qualmann offered two alternatives for the repair of all the District 4 seawalls in order to address this problem.

- 1) Simply fill all the open cracks with cement for a total cost of \$8,400
- 2) Fill all cracks and stabilize horizontal movement of the cracked seawall panels by pouring a concrete braces ("web pours") between the t-piles & seawall panels for a total cost of \$42,000

Qualmann's Mitch Scavone has advised the Board that simply filling the cracks/holes (Option 1) is a temporary solution. The cracks/gaps are likely to reappear/recur in the same locations over the next year. Scavone recommends that the Corporation take the more costly but smarter long-term solution and pour the concrete behind the cracked seawall panels in order to stabilize the panels against the batter piles (t-piles) so they are inhibited from moving/rotating and cracking again. Qualmann also told us that the cost for the project includes a significant discount since the work will be done in conjunction with the work on the Dock Drive seawall and marginal dock.

Per agreement with Qualmann, this work will be paid for from Seawall Reserves at the end of our fiscal year. We currently have \$161k in Seawall Reserves with \$114k committed for the Dock Drive Seawall repair leaving a balance of \$47k. However, the Corporation will add an additional \$55k to Seawall Reserves by FY year end leaving a total balance of around \$60k for the next Fiscal Year after all the current projects are paid for.

***Director Elble made a motion to have Qualmann repair all cracks and to stabilize horizontal movement or the cracked seawall panels by pouring concrete braces (web-pours) between the cracked panels and the "t"-piles for a total project cost of \$42,000.*** The Director's motion received a second and was discussed.

In response to a question from Sue Thaler (Q-207), Director Oglesby informed that there are numerous (actually, 42) cracks and gaps that will be filled by this project. In response to Stockholder Statt's (V-205)

question, Oglesby explained that the work will involve filling the open cracks and gaps with hydraulic cement and then bracing the cracked panels by pouring cement between the cracked seawall panels and the t-piles to stabilize the seawall. He added that no work will be done on the base of the seawall, which is buried under mud in the finger canals. When the repairs are complete, the Corporation will fill the holes behind the seawall. Stockholder Barbara Brown (R-211) supported the plan and asked if filling the cracks will have any impact on the private docks. Oglesby agreed to follow-up with Qualmann regarding Stockholder Brown's question and inform the stockholder's during the April 16 Special Meeting in District 4 **IF** the project is expected to have any significant impact on their private docks.

**After discussion, the Board unanimously (8-0) approved Director Elble's motion by voice vote.**

**M. Approval – Technology Committee-proposed Website Changes, Copyright and logos**

President Gallacher informed that the Technology Committee has been working on uniform branding, one of their initial focuses prior to making necessary changes to websites etc. and are looking for around \$2,000 in funds to do some initial templating, copyrighting etc.

***Director Long made a motion for Board in support of the Technology Committee's proposal to unify all Briny branding/copyright, colors, logo etc. and to spend up to \$2,000 in pursuit of that goal.*** Director Long's motion received a second and was discussed.

President Gallacher pointed out that the name, Briny Breezes, is not trademarked but Director Long believes the logo is patented, according to Briny "collective memory". Director Long then made a short visual presentation illustrating inconsistency in Briny Corporate Logo representations and compared our Logo to that of other communities such as Ocean Ridge. She and Director Gross explained that the Technology Committee will spend the money to insure consistent use of our logo by obtaining a "camera-ready representation of our Logo. Treasurer Elble informed that there is money for this project available from the operating budget line item for signs (\$1200) and partly from excess funds under the "Uniforms" line item (\$460 left) in the 2013-14 Budget. Director Brannen advised that we will need to take steps to be to control the unauthorized use of our Logo. In response to a question from Stockholder Faron (L-211), President Gallacher stated that the Park General Manager has discretionary authority to spend up to \$2500 without Board approval.

**After discussion, the Board unanimously (8-0) approved Director Long's motion by voice vote.**

**N. Approval - Square Dance Club request for exception to Rule A.4.D. (for next season)**

President Gallacher read the basis for this request and the subsequent agenda item O request from the Rules.

4. SOCIAL & RECREATIONAL PRIVILEGES – Due to the limited capacity of the corporation's facilities, a limitation must be placed on the number of owners of a unit who can be designated as "Resident-stockholders" who are entitled to the full privileges and use of the corporation facilities

d) Stockholders who invite groups comprised mainly of non-Briny residents to a function in any indoor or outdoor corporate facility must request permission at least 30 days in advance so that the request can be reviewed at a regular meeting of the Board of Directors for a decision.

***Director Elble moved to grant an exception to Rule A.4.D for the proposed Square Dance Club's use of the Auditorium during the 2014-15 season.*** The motion received a second. There was no discussion. **The Board voted unanimously (8-0) to approved Director Elble's motion by voice vote.**

**O. Approval – Shuffle Board SE Conference Division Masters Tournament dates for exception to Rule A.4.D (for next season)**

Per the previous agenda item N, the driver for this motion is the Rule A.4.D requirement.

***Director Elble made a motion to grant an exception to Rule A.4.D for the Shuffle Board Tournament during the 2014-15 season, scheduled March 18-20<sup>th</sup>, 2015 including the Opening Dinner at Ocean Clubhouse and 3 days for the Shuffle Board Courts and West Club Room.***

The motion received a second and was discussed. Director Brannen raised the issue of parking for the tournament. President Gallacher noted that preparation for parking should be made prior to the event to insure adequate parking.

**After discussion, the Board unanimously (8-0) approved Director Elble's motion by voice vote.**

**P. Discussion: rescind & reapprove Auditorium project with re-distribution of funds**

President Gallacher reminded the Board that it previously approved this project with the mistaken understanding that we had available funds in our operating account of approximately \$232k that could be used to fund unbudgeted projects. Since the March 12 Board meeting, the Board has learned that there was also around \$110k in outstanding liabilities that should have need subtracted from the \$232k, leaving a net operating surplus of \$111k available for emergencies (operating account line 102, funds in our only TD Bank account). Our auditor and bookkeeper have confirmed these facts. Therefore, the Board intends to change the source of funding for this critical project by rescinding its prior approval of the project and reapproving the project with a change in its funding accounts.

***Director Elble moved to rescind the Feb 12, 2014 Board decision to approve up to \$25k for the auditorium stove/hood project with \$15k funds from building reserves and \$10k from (Excess Operating) Account.*** The motion received as second and was discussed. President Gallacher pointed out that good financial practice is to keep 2-3 months of surplus funds in the operating account in case of an emergency.

**After discussion, unanimously (8-0) approved, by voice vote, Director Elble's motion to rescind.**

***Director Oglesby moved to approve the expenditure for the auditorium stove/hood project with a not to exceed cost of \$25k coming out of the Building reserve account (currently holding \$49k after the \$5.5k reduction for Art Building project).*** The motion received a second. There was no discussion and the question was called. **The Board unanimously (8-0) approved Director Oglesby's motion by voice vote.**

**Q. Discussion/rescind & reapprove Marginal Dock project with re-distribution of funds**

Based on the logic detailed in Item P, the Board intends to rescind its March 12 2014 approval of the Marginal Dock Project in order to reduce the amount of funds spent from the operating account.

***Director Elble moved to rescind the Feb 12th 2014 approval of \$102k to rebuild the marginal dock along Dock Drive with costs allocated as follows: \$35k from Yacht Basin Reserves and \$67k from "excess operating account" (operating account surplus)*** The motion was seconded and there was no discussion.

**Director Elble's motion was unanimously approved by the Board of Directors by voice vote (8-0)**

***Director Elble moved to approve rebuilding the Marginal Dock/Boardwalk along Dock Drive for a cost of up to \$102k with \$72k funded from Yacht Basin Reserves (currently at \$72,761 with leaving only \$761.00 in this account) and \$30,000 from the operating account surplus currently holding \$105k.*** The

motion received a second as was discussed. **After discussion, the Board unanimously (8-0) approved Director Elble's motion, by voice vote.**

**R. Discussion/Preliminary Approval - Center Circle Fountain improvement project.**

President Gallacher informed that the fountain project, which has been under discussion for a few years, would cost the corporation nothing and, in his opinion, would make a stunning change to the park entrance for years to come. The scope of the project is very large and constitutes, in the opinion of our attorney, a material alteration of common element as well as being a major capital project (>\$30k). It is not a simple improvement to our existing fountain but a complete overhaul of our fountain and traffic circle. State Statutes are clear that a material alteration of this scope requires a 2/3 vote of the total voting interests.

The Board's only option at this time is to grant preliminary support for the plans and ask the committee to gather all of the necessary information to present a final plan, full details, timeline etc. to present to the stockholders for approval at the Annual Meeting.

***Director Long made a motion for preliminary support for the plans presented thus far and to ask the Landscape committee to gather all of the necessary information to present a final plan, full details, timeline etc. to present to the stockholders for approval at the next Annual Meeting. This project, if approved by the stockholder, will be done at no expense to the Corporation.*** The motion received a second and was discussed.

Director Gross asked for a cleared definition of a material change. Director Oglesby pointed out that work done to maintain or repair a common element or insure that the element is functioning as intended is not a material change. President Gallacher also pointed out that the fountain project is being challenged by a group of shareholders so we must follow the Statutes with respect to pursuing this project. Director Coyner asked that the stockholders opposed to this project come forward and explain their opposition to the project. Several Shareholders and Directors expressed their opinion on whether or not the project should be put to a shareholder vote before going forward.

The President Gallacher further clarified that all donated funds collected for the project should be placed in a separate corporate bank account and if the project is not approved by the stockholder, the monies will be refunded to those that made donations. Director Long stated that the Corporation should be involved in this project. President Gallacher suggested that the Corporation consider budgeting money for the traffic circle portion of the project for FY 2014-15.

**After discussion, the Board unanimously (8-0) approved Director Long's motion, by roll call vote.**

**S. Discussion/Clarification - Dogs in non-pet sections, multiple dogs, companion dogs etc.**

President Gallacher introduced the matter by stating the Board has been continually involved in discussions regarding dogs in connection with Rules violations and that this Agenda Item is meant to openly discuss the issues and try to find a solution.

***Director Brannen moved that we develop a simple system for Briny pet owners to register their animals that will be residing in their unit for any length of time. If these pets are housed in a Non-Pet District, the Corporation will require that dog/pet owners have the necessary documents on file with the office to verify that these animals are either service animals or companion support animal per laws governing such animals in the state of Florida and the United States.*** The motion received a second and was discussed.

Director Brannen pointed out that District 2, a non-pet district, has somewhere around 6 to 10 dogs in residence. She added that if the Corporation requires documentation of animals, it can be transparent in enforcing the restriction on those that violate the no-pet rule in a no-pet district without proper documentation. This also applies to violations of the one-pet per unit rule in the Districts that allow pets.

Several directors and stockholders made comments supporting the motion encouraging the enforcement of rules related to dogs/pets.

**After discussion, the Board unanimously (8-0) approved Director Brannen's motion by voice vote.**

**T. Discussion – Ocean Ropes – removal, liability issues associated etc. (\$7,000. annually)**

Present Gallacher mentioned that there have been discussions recently regarding the removal of and liability issues associated with the ocean ropes.

***Director Elble made a motion to remove the ocean ropes.*** The motion received a second and was discussed. Directors and stockholders made arguments in favor or against the motion.

Those for removing the ropes pointed out that (1) the ropes have been and continue to be a significant legal and financial risk / liability for the corporation, (2) they are not on Corporate property (below mean high tide elevation so they are not a co-op common element), (3) they cost roughly \$7k / year to maintain, and (4) they give the illusion of a guarded beach providing a false sense of security for those that chose to swim in the roped-off area.

Those in favor of keeping the ropes argued that (1) the ropes have saved lives in the past, (2) they function as a safety net for someone caught in a rip current to return to shore, (3) they continue to provide elderly and poor swimmers the security of having something to hold onto in the ocean and (4) that the beach is clearly posted with signs stating "swim at your own risk".

Director Elble pointed out that Briny is the only location along the beach with ropes, including the public beach where lifeguards are on duty. President Gallacher stated that he believes we would not be covered by corporate liability / accident insurance covering incidents that occur in the ocean off our property.

**After discussion, Director Elble's motion carried, 5 to 3, by roll call vote of the Board with Directors Brannen, Gross and Coyner voted against the motion.**

**U. Discussion – Cost savings, work orders & individual shareholders costing shareholder funds**

President Gallacher introduced the agenda item as simply to inform the stockholders concerning the high administrative costs that Briny incurs:

- Bugle mailing vs emailing cost savings
- Mail forwarding during the summer where using the postal service change of address forms would save the office a significant amount of money
- Legal fee issues due to stockholder challenges - current cost are \$24k, well over the \$12k budgeted.
- Stockholder directly contacting / emailing attorneys. Even notification of receipt of shareholder email costs legal fees.

Since this item was for information purposes, no motion was put forth. President Gallacher encouraged the stockholders to continue to participate and share their concerns with the Board but to do so in a constructive and supportive manner that does not result in needless legal fees for our Corporation and its stockholders.

Related to this item, Hank Dernbach (Q-211) suggested that home delivery of the Bugle and mail should be paid for by the stockholders who wish to receive the publication by mail.

### **Reminders**

President Gallacher offered the following as reminders to the Stockholders:

1. Special Board Meeting to approve interim budget for first & second quarters 2014/15 is April 16th at 9:30 am in the Community Center.
2. Remember to fill out Emergency Contact Form prior to leaving for summer
3. Remember to give the office your email address to receive updates this summer, including the Bugle. You can also log on to website anytime to read the most current version.
4. Please remember to forward your mail as the office cannot manually forward it anymore

### **Adjournment**

**Director Elbe moved to adjourn the meeting. Director Elble's motion was seconded and passed unanimously by the Board.** President Gallacher adjourned the meeting at approximately 3:17 PM.

Respectfully Submitted,

Tom Oglesby  
Secretary, Briny Breezes Inc.

Approved: April 16, 2014

## Attachment 1

# NOTICE

Meeting of Briny Breezes Inc. Board of Directors

9:00 – 11:45 A.M and 1-3 P.M (as needed)

Wednesday April 9, 2014

Briny Breezes Community Center

# AGENDA

ALL SHAREHOLDER COMMENTS MUST BE LIMITED TO THREE (3) MINUTES

- I. Pledge of Allegiance & moment of silence
- II. Call to order & Roll call
- III. Proof of Notice
- IV. Approval of previous board meeting minutes
- V. President's Report
- VI. Treasurer's Report
- VII. Management Report
- VIII. Report – Chief of Police
- IX. Town Liaison Report
- X. Committee Reports
- XI. Reading of Correspondence to the Board
  
- XII. Unfinished Business
  - A. Approval – Parking policy; *proposed process revisions* (clarify administrative policy)
  
- XIII. New Business
  - A. Approval - Committee member changes/additions etc.
  - B. Approval - Bazaar committee donations to corporation
  - C. Approval - Sales/rental questionnaire; *proposed process revision* (clarify administrative policy)
  - D. Approval – Violations/Fining Committee; *proposed policy revision* (clarify administrative policy)
  - E. Approval - Clubhouse reservation policy; *proposed process revisions* (clarify administrative policy)
  - F. Approval - Reserve Study – all park facilities – NTE \$10,000.00 (capital asset reserve)
  - G. Approval – Roof Repairs (roof reserves) Quonset Roof (#3) –repair/reseal total NTE \$21k. 18k roof reserve  
Inc. structural repairs, 3k roof budget & exterior cleaning - 3 Quonset roofs
  - H. Approval – Propane pool heater replacement – (pool reserves) NTE \$4,500.
  - I. Approval – Reconditioning of Pool Deck – pavers or re-paint (pool reserves)
  - J. Approval – Flood Elevation Surveys as required for flood insurance policies \$1,000.00

**Meeting of Briny Breezes Inc. Board of Directors**

**9:00 – 11:45 A.M and 1-3 P.M (as needed)**

**Wednesday April 9, 2014**

**Briny Breezes Community Center**

**AGENDA PAGE 2**

- K. Approval - Art Building Update (building reserve) NTE \$5,500 w/additional \$3,500 being contributed by Art League as needed. (includes exterior roof cleaning)**
- L. Approval - District 4 Seawall repairs/cracks**
- M. Approval – Technology committee proposed Website Changes, Copyright and logos**
- N. Approval - Square Dance Club request for exception to Rule A.4.D. (for next season)**
- O. Approval – Shuffle Board Tournament dates for exception to Rule A.4.D (for next season)**
- P. Discussion/rescind & reapprove Auditorium project with re-distribution of funds**
- Q. Discussion/rescind & reapprove Marginal Dock project with re-distribution of funds**
- R. Discussion/Preliminary Approval - Center Circle Fountain improvement project**
- S. Discussion/Clarification - Dogs in non-pet sections, multiple dogs, companion dogs etc.**
- T. Discussion – Ocean Ropes – removal, liability issues associated etc. (\$7,000. annually)**
- U. Discussion – Cost savings, work orders & individual shareholders costing shareholder funds**

**XIV. Adjournment**

**All stockholders are welcome**

**This notice is dated and posted: Friday, April 4, 2014 at 1:00 p.m.**

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**Michael Gallacher, President – Board Of Directors**

## **Attachment 2**

### **SALES AND RENTALS COMMITTEE REPORT TO THE BOARD OF DIRECTORS APRIL 9, 2014**

**ASSIGNMENT:** The Sales & Rentals Committee was assigned to draft a proposal of process and procedures for rentals by the April board meeting.

**RECOMMENDATION:** The Committee recommends a few changes and enhancements to the procedures previously followed by the office.

<b>Current Procedure</b>	<b>Change/Enhancement</b>
No home inspections have been required since the rules were changed in prior year.	We recommend the revision of the Recommended Furnishing Checklist to include other health and safety concerns. This would appear as a second side to the above checklist. We are suggesting that the checklists be re-confirmed 4 weeks prior to the beginning of the lease.
No follow up is done with landlords or tenants.	We recommend the use of the previously developed Renters Questionnaire and the new Landlords Questionnaire to be done at completion of rental term.
No review and approval of new residents is done by owners of our co-op.	We recommend that the committee review rental applications for approval along with the above-mentioned questionnaires.
A few of the forms in use have outdated or unnecessary information requests.	We are working with the office staff to review and correct the forms used.
Two letters of reference are required of new renters in addition to 2 personal references.	We recommend eliminating the requirement for 2 personal references since no verification has been done. Two references preferably from residents of Briny are still required. (This reduces 4 references to 2.)
Renters and landlords submit the rental paperwork, but are not notified if approved.	We recommend that after the committee makes its decisions about rentals, the office call renters and landlords.
The current application form is a combined form for Rentals and Purchases.	We recommend separating the Rental application from the Purchase application.
Currently there is no information about Florida's Landlord/Tenant Law.	Include information on "Landlord/Tenant Law in Florida" in the rental materials.

## **Process:**

### **Owners:**

Send rental packet to the Corporation Office (Renters and Owners information), including:

Owner's application to rent

Owner's "Recommended Furnishing Checklist" (both sides), signed

Lease signed by owner & renter with the necessary components

Renter's application form (and attachments, if new renters)

Allow at least 30 days for processing and committee approval.

Pay fee ~~\$50~~ at current rates, to the office for administration.

### **New Renters:**

Complete Renter's application form

Two personal references preferably from Briny Residents

Provide Information required for Background Check with check for ~~\$45/\$65~~ to cover current costs.

Upon arrival check in at Office to complete "personal" information card, update vehicle information and obtain badges and parking decals

Attend an Orientation offered by the Corporation

**Re-Renters** complete renter's application form as applicable

Upon arrival check in at Office to complete "personal" information card, update vehicle information and obtain badges and parking decals

### **Upon end of lease:**

#### **Renters**

Complete questionnaire about their experience and the unit they rented.

Turn in the parking decal from their car for refund of deposit.

#### **Owners**

Complete questionnaire re: the renters and their experience

Questionnaires to be held for Committee review

### Attachment 3

## BRINY BREEZES, INC. RECOMMENDED FURNISHINGS & HEALTH/SAFETY CHECKLIST FOR RENTAL UNITS

*Owner to check items included in rental unit, sign on reverse and return*

#### **FURNITURE:**

- Bed(s) each bedroom
- Table and 4 chairs
- Sofa
- Sitting chairs

#### **BATHROOM:**

- 4 bath towels
- 4 face cloths
- 4 hand towels
- 1 bathmat
- Rubber mat for each shower/tub

#### **BEDROOM:**

- 2 complete sets of sheets for each bed
- Mattress cover for each bed
- Blanket for each bed
- Pillow(s) for each bed

#### **MISCELLANEOUS:**

- 12 clothes hangers for each BR
- 1 laundry basket or cart
- 2 trash baskets
- 1 outdoor trash barrel
- 1 TV
- 1 vacuum
- 1 broom
- 1 dust pan
- 1 mop
- 1 clock
- 2 rotating fans if no A/C

- All shades or blinds in good working order

#### **KITCHEN:**

- 2 dish cloths
- 2 dish towels
- 1 iron
- 1 ironing board
- 1 toaster or toaster oven
- 1 complete set of pots and pans
- 4 place setting of dishes for 1 BR; 6 for 2 BR
- 4 glasses for 1 BR; 6 for 2 BR
- 4-6 place setting of silverware
- 1 coffee pot
- 1 set of serving bowls
- 1 set of baking dishes
- 1 dish strainer
- 1 vegetable strainer
- 1 set of cooking utensils
- 1 set of knives

#### **SAFETY:**

- Liability Insurance
- Fire Extinguisher
- Carbon Monoxide Detector (if gas cooking and heating in unit)

#### **PERSONAL ITEMS:**

- All personal items (clothing, food, toiletries, etc.) will be removed before unit is occupied by renters.*

\*\* \*\* \* Please continue on next page \*\* \*\* \*

**Briny Breezes, Inc. Owner's Checklist (Continued)**

It is expected that the following items be checked as working and in general good condition just prior (within 4 weeks) to renter's start date. Please check Yes or No.

**Yes    No**

- [ ] [ ] 1. No evidence of roof leaks (previous leaks as well as interior ceiling area have been repaired as necessary).
- [ ] [ ] 2. Siding and skirting is intact.
- [ ] [ ] 3. Exterior doors close and lock securely. Keys provided to renters and Corporation Office
- [ ] [ ] 4. Hurricane covers have been removed and stored; awnings are up.
- [ ] [ ] 5. Driveway/parking area is useable.
- [ ] [ ] 6. Porch/patio area is in good repair and space is uncluttered.
- [ ] [ ] 7. All steps are secured and safe.
- [ ] [ ] 8. Heating, cooling systems and hot water heater are in good working condition.
- [ ] [ ] 9. Main water shut off/turn on is easily identified.
- [ ] [ ] 10. There is no evidence of leaks from faucets, pipes etc.
- [ ] [ ] 11. Electrical box has breakers easily identifiable.
- [ ] [ ] 12. Fire extinguisher working and is easily accessible.
- [ ] [ ] 13. Smoke detector is working.
- [ ] [ ] 14. All appliances, range, microwave, washers, dryers, dishwasher, exhaust fans, refrigerator, toaster and coffee pot are in good working condition.
- [ ] [ ] 15. Lights work.
- [ ] [ ] 16. Floors are in good repair and clean.
- [ ] [ ] 17. Walls are without holes or major cracks.
- [ ] [ ] 18. Furniture to include beds, chairs, sofa (sofa beds) are in good condition, free from holes, rips etc.
- [ ] [ ] 19. Windows can be opened and closed, screens are without major rips or holes.
- [ ] [ ] 20. Place is clean without evidence of animals, insects, feces, grime or dirt.

I have informed my renters of the available furnishings and conditions.

\_\_\_\_\_  
Owner's Signature & Unit Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **Attachment 4**

### **Ocean Clubhouse Guidelines**

The following Guidelines will be followed:

Reservations, including a \$100.00 (one hundred dollar) security deposit will be required for any event or gathering having food or drink being scheduled at the clubhouse. Re-occurring events could leave the \$100.00 deposit for the season.

#### **Basic Rule: Everything is left clean and returned to its original place.**

- Fire exit doors must be clearly marked and free access allowed. Fire door exits should be announced at the beginning of each event.
- Ovens are used for warming only. All food must be pre-cooked or catered.
- Crockpots/warming trays are the only heating appliances allowed.
- No Exterior doors shall be left open with air conditioning on at any time.
- All decorations must be removed.
- Furniture and accessories inside the clubhouse stay in the clubhouse.
- If the kitchen is used, microwave, ovens, refrigerators etc. must be left clean. Nothing is to be left in the refrigerator overnight.
- All trash must be in tied bags and properly stored in receptacles or taken with you.

**The security deposit is to be used for cleaning, if necessary, and to repair damage, if there is any. If neither of these expenditures is required, the security deposit will be returned.**

- PLEASE check clubhouse prior to start of your event and inform office staff or board member if any part of the facility is not cleaned properly.
- PLEASE inform the office the morning following your event so the facilities can be checked by staff and refund issued promptly.

#### **Pool Cabana & Gas Grill**

If you want the Cabana for a private party, be sure you have reserved it with the office prior to it closing. Placing a sign in the area is helpful.

Basic Requirement: Everything is left clean and returned to its original place. Be sure the gas grill and grease receptacle is cleaned.