

Townhomes of Westlake Village Condominium Association, Inc.

Board of Directors Meeting – July 6, 2023

As a quorum was established and notice was properly posted, the Townhomes of Westlake Village Condominium Association, Inc, Board of Directors Meeting was called to order at 4:15 PM at the Office of Monarch Association Management – 500 Alternate 19 South – Palm Harbor, FL 34683.

Directors Present: Bob Gabbard
 Carl Nearing
 Mike Koziel

Directors Absent: Demetre Brown
 Kathy Dixon

Also Present: Sue Marjino, LCAM – Monarch Association, Inc.

Guest: Kim Carrington, Account Executive with McGriff Insurance

The solely purpose of this meeting was to discuss the upcoming 2023/24 insurance renewals with Kim Carrington.

Kim gave a brief update as to the current insurance market in the State of Florida. She was happy to inform the Board that the increase in premium, once anticipated to be as much as 60 – 70 percent higher than last year, actually came in at 18%.

Kim reviewed the three premium renewal options available, highlighting the plus and minus with each (copy attached to original Minutes). Following discussion:

***Motion by Mike to accept Option 1 at \$175,878.40, second by Carl.
Motion passed unanimously.***

APPROVAL OF MINUTES:

***Motion by Bob to approve the Minutes of March 21, 2023, March 14, 2023,
August 31, 2022, September 20, 2022 and March 22, 2022,
second by Mike. Motion passed unanimously.***

Minutes will be posted on the website and the portal.

Being no further business, meeting was adjourned at 5:04 PM.

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem

Townhomes of Westlake Village Condominium Association, Inc.

2023/2024 Annual Meeting – Election of Directors
and
Approval of the 2023/24 Budget
March 21, 2023 – 6 PM

As a quorum established at forty (40) members/proxies and notice was properly posted, the Townhomes of Westlake Village Condominium Association, Inc, 2023/2024 Annual Meeting was called to order at 6:08 PM at the Westlake Village Clubhouse located at 810 Village Way - Palm Harbor, FL 34683.

Directors Present: Bob Gabbard
 Mike Koziel
 Kathy Dixon
 Demetre Brown
 Carl Nearing

Also Present: Sue Marino, LCAM and Carrie Schranz, LCAM
 Monarch Association Management, Inc.
 Kim Carrington, PIAM Vice President
 McGriff Insurance Services

Minutes:

Motion by Bob Gabbard to approve and waive reading of Minutes of March 22, 2022 and September 20, 2022 as written, second by Carl Nearing. Unanimously approved.

Discussion and Approval of 2023/2024 Proposed Budget:

Introduction of Kim Carrington (Association agent) who explained the state of Florida is in the midst of a property insurance crisis, one of the worst in history. Agents who have weathered many ups and downs have never experienced such problems procuring policies for their clients. Kim answered questions from the members, noting the Association's insurance renews in July.

Budget Approval: Based on Membership vote and following a brief discussion:

Membership voted NOT to Fully-Fund Budget.

Based on Membership Vote: Motion by Carl Nearing to approve the 2023/2024 budget at \$550 per unit/per month waiving fully-funded reserves, second by Mike Koziel. Unanimously approved.

Membership voted NOT to have Financial Statement prepared by a CPA.

Based on Membership Vote: Motion by Mike Koziel not to have a financial statement prepared by a CPA, second by Carl Nearing . Unanimously approved.

Reports of Officers: No Reports at this time.

Introduction of 2023/24 Candidates and Election of Directors:

The following two (2) people submitted their names as a Candidate to fill the two (2) open positions: Robert Gabbard and Mike Koziel. Being the number of Candidates did not exceed the number of positions open. Therefore, there was no election.

Unfinished Business: No New Business at this time.

New Business: No New Business at this time.

Comments from the Membership:

General discussion regarding; "worms" in the garage, when would mulch be put down, gutters and gutter guards and types of termites (drywood and subterranean).

Being no further business:

**Motion by Carl Nearing to adjourn at 6:59 PM, second by Bob Gabbard.
Unanimously approved.**

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem

Townhomes of Westlake Village Condominium Association, Inc.

Board of Directors Meeting – March 14, 2023

As a quorum was established and notice was properly posted, the Townhomes of Westlake Village Condominium Association, Inc, Board of Directors Meeting was called to order at 4:30 PM at the Office of Monarch Association Management – 500 Alternate 19 South – Palm Harbor, FL 34683.

The sole purpose of this meeting was to discuss Property Maintenance.

Directors Present: Bob Gabbard
 Carl Nearing – On Phone
 Mike Koziel
 Kathy Dixon
 Demetre Brown

Also Present: Sue Marino, LCAM – Monarch Association, Inc.

Bob scheduled this meeting to discuss if Board Members and/or a current Board household resident can be paid by the Association to perform "property maintenance" tasks on the common grounds.

Sue provided documentation per FS 718.112(2)(a)(1) of the Florida Condominium Act which states, in part: "The directors and officers are to serve the association without compensation and at the pleasure of the board of administration." and "Unless otherwise provided in the bylaws, the members of the board shall service without compensation." Additionally, the Association's Documents 3.12 states: "A Director shall not be entitled to, or paid for any of their services as a director."

While most of the Board Members were not aware this is currently being done, following discussion all agreed and unanimously approved that a current household resident of a Board Member, doing limited maintenance items, can continue and be paid for the services provides. A current Board Member formerly being paid for property maintenance has discontinued their service.

Being no further business, meeting adjourned at 4:34 PM.

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem

Townhomes of Westlake Village Condominium Association, Inc.

Emergency Board of Directors Meeting – August 31, 2022 – 6 PM

As a quorum established and notice was properly posted, the Townhomes of Westlake Village Condominium Association Emergency Board of Directors Meeting was called to order at 6:13 PM at the Westlake Village Clubhouse located at 810 Village Way - Palm Harbor, FL 34683.

Directors Present: Bob Gabbard, Carl Nearing, Mike Koziel, Kathy Dixon and Dementre Brown

Also Present: Sue Marino, LCAM – Monarch Association, Inc.
Kim Carrington – McGriff Insurance Agency

Approve Minutes of March 31, 2022:

**Motion by Mike to approve the Minutes of March 31, 2022, second by Kathy.
Unanimously approved.**

Review and Discussion of Insurance Premium Increases:

Kim introduced herself and her company; McGriff Insurance Company followed by the insurance carriers who write the property, general liability and umbrella policies.

Kim gave a brief overview of the condominium collapse in the Miami area several months ago and the impact that has had on the insurance industry. Associations are seeing increases as much as 40 – 50% and higher increases, leaving the State of Florida in an insurance crisis as underwriters are leaving the state.

Review of Available Funding Options:

Funding options include increasing the monthly fees by amending the 2022/23 Budget and/or levying a Special Assessment. Following discussion:

**Motion by Mike to consider levying a Special Assessment in the amount of \$600/per Unit to cover \$42,000 deficit in funding, second by Carl.
Unanimously approved.**

Additional discuss as to amending the current 2022/23 Budget to prepare from future increase in premiums. Following discussion:

**Motion by Mike to consider amending the budget by \$50/per unit/per month from \$440 to \$490/per month, beginning in November 1st, second by Bob.
Unanimously approved.**

Sue reminded the Board that a Meeting for the purpose of levying a Special Assessment as well as amending the budget must be sent to the owners fourteen (14) days in advance of the Board casting their vote. Board agreed to hold the meeting on September 20, 2022 at 6 PM.

Sue was asked to order a "No Smoking" sign for the pool gazebo.

**Motion to post a "No Smoking" sign at the pool gazebo, second by Carl.
Unanimously approved.**

Being no further business:

**Motion to adjourn by Bob, second by Mike.
Unanimously approved.**

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem

Townhomes of Westlake Village Condominium Association, Inc.

Board of Directors Meeting – September 20, 2022

As a quorum was established and notice was properly posted, the Townhomes of Westlake Village Condominium Association, Inc, Board of Directors Special Meeting for the Purpose of Levying a Special Assessment and Mending the 2022/23 Budget was called to order at 6:03 PM at the Westlake Village Clubhouse located at 810 Village Way - Palm Harbor, FL 34683.

Directors Present: Bob Gabbard, Mike Koziel, Valerie Nolte, Kathy Dixon and Demetre Brown

Also Present: Sue Marino, LCAM – Monarch Association Management

Minutes of August 31, 2022:

*Motion by Mike, second by Carl to approve the Minutes of August 31, 2022.
Motion carried unanimously.*

Review and Discussion of Proposed Special Assessment:

Bob Gabbard explained, due to escalating insurance costs it is necessary to levy a Special Assessment in the amount of \$43,200 (\$600/per unit) to fund the shortfall created in the 2022/23 insurance premium. Following discussion:

*Motion by Mike, second by Carl to approve a Special
Assessment in the amount of \$43,200 (\$600/per unit) to fund shortfall
in 2022/23 insurance premium. Motion carried unanimously.*

Review and Discussion to Amend 2022/23 Budget:

Mike Koziel reviewed the need to amend the 2022/23 Budget in preparation for the 2023/24 anticipated increases predicted for the coming years. Following discussion:

*Motion by Mike, second by Demetre to approve amending the 2022/23
Budget from \$40/per unit/per month to \$490 per unit/per month. The
Monthly increase of \$50/per unit/per month will go directly into funding the
Insurance Reserve. Motion carried unanimously.*

Being no further business meeting was adjourned at 7:42 PM.

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem

Townhomes of Westlake Village Condominium Association, Inc.

2022/23 Annual Meeting – Election of Directors
and
Approval of the 2022/23 Budget – March 22, 2022 – 7 PM

As a quorum established at 47 members/proxies and notice was properly posted, the Townhomes of Westlake Village Condominium Association, Inc, 2022/23 Annual Meeting was called to order at 7:12 PM at the Westlake Village Clubhouse located at 810 Village Way - Palm Harbor, FL 34683.

Directors Present: Bob Gabbard
Mike Koziel
Kathy Dixon
Demetre Brown
Carl Nearing

Also Present: Sue Marino, LCAM – Monarch Association Management, Inc.
And Cindy Stananought, LCAM

Discussion and Approval of 2022/2023 Proposed Budget:

Following brief discussion:

**Motion by Mike Koziel to approve the 2020/2021 budget at \$440 per unit/per month,
second by Demetre Brown . Unanimously approved.**

Membership voted YES to Waive Fully-Fund Budget without cable.

Membership voted NOT to have Financial Statement prepared by a CPA. 26 Waive 14 Have Audit

Introduction of 2022/23 Candidates and Election of Directors:

The following five (5) people submitted their names as a Candidate to fill the three (3) open positions: Demetre J. Brown, Emily Sue Cramer, Kathy Dixon, Carl Nearing and Bonnie Steinberg. After votes were counted: Demetre Brown, Kathy Dixon and Carl Nearing were elected.

New Business: No New Business at this time.

Being no further business:

**Motion by Bob Gabbard to adjourn at 7:30 PM, second by Mike Koziel.
Unanimously approved.**

Respectfully submitted,
M. Susan Marino, Secretary Pro Tem