



WHITLEY BAY CONDOMINIUM ASSOCIATION, INC.

BOARD MEETING

Wednesday, June 28, 2023, at 7:00 PM (Eastern Time)

Whitley Bay Community Room & via Zoom

MINUTES

Call to Order/ Establish Quorum – Stan called the meeting to order at 7:04PM. A quorum was established with President Stan Bowers and Treasurer John Robbins present in person and Vice President Michael Mervis and Secretary Jennifer Thompson present via Zoom.

Certify Posting of Notice – Stan confirmed the agenda was posted in the elevators on Saturday, June 24, 2023.

Approval of Meeting Minutes – John moved to approve the minutes for the May 2023 board meeting. There was a second, all were in favor and the motion passed.

Financial Report – Lindsey reported numbers as of the end of May. The operating fund balance is \$97,098.96 and the reserve fund balance is \$251,757.00, for a total of \$348,855.96. Reimbursement for the first insurance policy has not yet been received but the new policy effective May 1, 2023, was paid in full. The borrowed reserve funds will be paid back once the insurance reimbursement has been received. All but two owners have submitted payment for the first special assessment installment.

Old Business

- **Any old business after time of posting** – N/A

New Business

- **Community Room Renovations** – A letter with a written consent form was distributed to owners. There is a 90-day period to return the form and participate in the vote.
 - Vote 1 addressed painting the community room new colors that are not along the current color hue. This color change requires owner consent. So far, 38 affirmative votes were received for the community room paint change and 33 are required for a quorum. John motion to approve the proposed contract with Wall To Wall for \$7,100 and it will be funded with the community room renovation component in the reserve fund. There was a second, all were in favor and the motion passed.
- **Any new business after time of posting**
 - **Fire Alarm Procedures** – There is a PA system that a select few know how to operate. John is proposing the association invest in 17 2-way radios for communications during an emergency and to prepare a current evacuation plan. Further discussion to be had to work out details.

Next Meeting Date: To be determined.

Adjournment – With no further business to discuss the meeting adjourned at 7:26PM.

Lindsey Wilson
CAM#57168
Clover Key, Inc.



WHITLEY BAY CONDOMINIUM ASSOCIATION, INC.

BOARD MEETING

Wednesday, October 25, 2023, at 7:00 PM (Eastern Time)

MINUTES

Call to Order/ Establish Quorum: Stan called the meeting to order at 7:00PM. A quorum was established with President Stan Bowers, Vice President Mike Mervis, and Treasurer John Robbins present. Secretary Jennifer Thompson is absent.

Certify Posting of Notice: Lindsey confirmed agenda was posted in elevators within 48 hours of meeting.

Approval of Meeting Minutes: John made a motion to approve the meeting minutes from the June 28, 2023, meeting and the minutes were approved.

Financial Report: Financial numbers as of September 2023 have operating fund balance of \$ and reserve fund balance of \$

Old Business

Community Room Renovations: Fresh paints, cabinets redone, shutters installed in opening between kitchen and pool room, new light fixtures installed.

New Business

Fire Alarm System – John made a motion to ratify the new fire alarm contract with Integrated System Specialists and use reserves for the project. There was a second and all were in favor, so the motion passed.

Generator Update – The generator has received approximately \$15,000 in repairs. The radiator was leaking and needed replaced. We also had to expense a rental for a short period of time.

Reserve Committee Report – Jim O’Leary presented the 2024 reserve funding plan and explained the status of the current reserve standing.

Next Meeting Date: Budget Meeting November 15, 2023, at 7:00PM

Adjournment – With no further business to discuss, the meeting was adjourned.

Lindsey Wilson
CAM#57168
Clover Key, Inc.



WHITLEY BAY CONDOMINIUM ASSOCIATION, INC.

BOARD MEETING

Wednesday, November 14, 2023, at 7:00 PM (Eastern Time)

At the Whitley Bay Community Room & via Zoom

MINUTES

Call to Order/ Establish Quorum: Meeting was called to order at 7:03PM. Quorum was established with President Stan Bowers, John Robbins and

Certify Posting of Notice: A Notice of Budget Meeting was distributed to all owners 14 days in advance.

Financial Report: The financial report as of October 2023 was reported with an operating fund balance of \$251,461.19 and reserve fund balance of \$429,006.73. Financials for 2023 year end is anticipated to have an \$8,000 surplus.

New Business

Approve 2024 Proposed Budget: Open discussion was had to answer any clarifying questions on the proposed budget. Mike Mervis made a motion to approve the 2024 budget with one adjustment to round the fee to an even dollar amount, there was a second and all were in favor. The 2024 budget is approved at \$1,030 per unit per month.

Next Meeting Date: January 10, 2023

Annual Meeting: February 7, 2023

Adjournment: With no further business to discuss the meeting was adjourned at 7:30PM.

Lindsey Wilson
CAM#57168
Clover Key, Inc.

Board Meeting Guidelines for Whitley Bay Board Members and Homeowners

1. The scheduled Board Meeting Agenda, posted a week in advance of the meeting, is designed to give each Homeowner time to have input on any Agenda item, before any Board discussion is held, or any action taken on that item.
2. Next to each item on the Agenda the name of the Board Member who has responsibility for that item will be listed. If a homeowner has a question, an opinion on the Agenda item, or information to share with the Board, please contact the Board Member who has responsibility for that item via e-mail, before the Board Meeting. If an item on the Agenda requires a vote of the Board, that will be indicated next to the item on the Agenda. You are encouraged to contact any Board Member via e-mail, to express your opinion on the vote.
3. If you plan to attend the Board Meeting in person, please sign in upon entering the meeting room. Please sit in the seating area designated, so that Homeowners who are joining the meeting via Zoom can hear and see you and the Board Members.
4. If you plan to attend the Board Meeting via Zoom, whether you choose to activate your Zoom camera or not, please identify yourself on screen with either your full name, or your first name and Unit Number. Minutes of the Board Meeting need to reflect who was present in person, or via Zoom, who made comments, and who voted on any items. If you join the Board Meeting via Zoom, while the meeting is “in progress”, please identify yourself upon joining the meeting. Jim O’Leary and Michael Hall serve as our Zoom Coordinators, and security protocol requires that unidentified participants be removed from the Zoom call.
5. If you wish to speak during the “open mic” session at the end of the Board Meeting, go to the microphone stand or position designated by the Zoom Coordinators. Please limit your questions or comments to three minutes. Additional time may be provided, after everyone wishing to speak has had an opportunity to do so.

Thank you for your attention to these guidelines.

NOTE: If you have a question regarding any aspect of the operation of your Condo Association at any time, please direct your question to any Board Member via e-mail. You will receive an answer, via e-mail, in a timely manner. The questions and answers become part of the Condo Records, for future reference.