



WHITLEY BAY CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING

Held on Wednesday, April 3, 2024, at 7:00 PM (Eastern Time)
At the Whitley Bay Community Room

MINUTES

Call to Order/ Establish Quorum: Meeting was called to order at 7:00 P.M. A quorum was established with President Stan Bowers, Vice President Mike Mervis, Treasurer John Robbins, Secretary Jennifer Thompson, and Manager Jennifer Vo was present. Along with 23 owners present.

Certify Posting of Notice: Stan certified posting of the notice 48 hours prior to the meeting.

Approval of minutes – Stan motioned to waive the reading and approve the November 14, 2023 minutes. The motion was seconded. All voted in favor and the motion carried.

Financial Report: The financial report as of February 29, 2024, reported an operating fund balance of \$289,513.53 and reserve fund balance of \$466,348.03. The budget for 2024 year-end is currently over budget by 1%. The board will be implementing late fees as the governing documents allow.

Discussion of Committee Structures: The Board will meet with committee members for feedback and suggestions for structure. Date to be determined.

Response to Questions/Concerns Received by the Board

- New owner payment to reserve fund – The Association attorney stated by law, the maximum that can be charged is \$150 per applicant. As per Whitley Bay governing documents, 100% of owners must agree to the document change.
- Damage deposit covering unit & building – Maintenance man, Jim Molder is notified of the move-in/move-out dates, he will review of the elevators and building before and after move-in/outs.
- Reserve coverage – To be referred to the reserve committee during the SIRS review.
- Pool condition – The pool company and maintenance have procured additional cleaning supplies. The pool company comes out on Wednesday and Saturday.
- EV policy—The policy is being developed and will encompass all additional electric items, such as refrigerators, scooters, e-bikes, etc.
- Board communication with residents – The Board has addressed feedback to residents individually and will send additional communication to the community after tonight's meeting.
- Fire Evacuation – Referred to the safety committee or floor captain. This will be a discussion during the committee structure.
- Purchase AEDs—The owners requested devices to be added to three areas gym, pool, and lobby front doors. The board will take under consideration due to maintenance cost of devices.
- Emergency Contact List [Welfare checks] - Referred to the safety committee and floor captains. This will be a discussion during the committee structure.

- Floor Captain Responsibility - Referred to the safety committee. This will be a discussion during the committee structure.
- Decorations by front doors – Referred to decoration committee. This will be a discussion during the committee structure.
- Dryer Vent cleaning [for all residents]—This has been Referred to the safety committee. It will be discussed during the committee's structure meeting. Dryer vent communication plan will be developed to have all dryer vents cleaned. Nates Dryer came out in 2019 and did a special rate. The board will take this into consideration and possibly put in budget.
- Replace main water valves for units by stacks- Further discussion by the Board.
- Landscaping concerns due to 520 construction – The Board will hold all landscaping projects until after all the 520 work is completed.

Open Discussion – 3 minutes per resident.

The community provided feedback regarding the AED, pets, automatic intercom notifications, communication via text and e-mail, the structure of future meetings and committees, and maintenance items (dryer vent, unit water shutoff ball valves).

Next Meeting Date: TBD

Adjournment: The meeting was adjourned at 8:08 P.M.

Respectfully submitted,
Jennifer Vo
CAM#50768
Clover Key, Inc.