

**East Horizon Condominium Association (EHCA), Inc.**  
**Board of Directors (BOD) Meeting – Minutes**  
**Thursday, January 20, 2022**

**CALL TO ORDER:** Roger Kesselbach, President, called the meeting to order at 7:00 p.m. A quorum was established with Roger Kesselbach (President), Jim George (Secretary), Diane Lorello (Treasurer), Tom Cafone (Maintenance Director), and Sharon Obert (Director) present. Also present were two unit owners, along with Sarah Miles of Vesta Property Services. Robin Sandland (Assistant Treasurer) joined the meeting a few minutes later.

**PROOF OF MEETING NOTICE:** Jim reported that the meeting's agenda was posted on Monday, January 17, 2022.

**PRIOR MEETING MINUTES APPROVAL:** Jim made a motion to accept the draft **December 16, 2021** minutes as written, seconded by Sharen, all in favor.

**REPORTS:**

**Presidents Report:** Roger stated that a number of elevator issues have been reported and worked on. He also gave an update on the pool project. It is coming along nicely, and the contractor has offered to work on the weekends, weather permitting, to speed up the process.

**Other Officer Reports: NA**

**Architecture Committee Report:** Diane reported that a unit modification request was received for unit 224. The request meets the guidelines, and the ARC Committee has recommended the request be approved. Jim made a motion to approve the unit modification request for unit 224, seconded by Diane, all in favor. Diane reported that there have been complaints about construction like noise in a unit in building 407. She indicated there is no open Unit Modification Request or external signs of construction. She will contact the owner to find out what, if any, work is being done and if a unit modification form is required.

**Monthly Newsletter:** Sharen reported that she is planning to change the frequency of the newsletter from monthly to quarterly. She would also like to redesign it. Ad hoc communications would be kept separate. An announcement will be made in the February newsletter.

**Written notices of rule violation(s):** Jim reported that a unit owner submitted a lease with a rental period of three months, which does not meet the minimum lease term of six months as required by the Association. Roger stated that the owner has been contacted and the rental period will be changed to six months. With the exception of an Unaccompanied Houseguest Arrival form, Roger mentioned that all paperwork should be submitted to Vesta and not dropped off onsite.

**FINANCIAL REVIEW:** Diane stated that the Association ended the year just under budget. Roughly \$8,500 was spent on elevator repairs that were completed at the end of the year. This expense will be taken from the operating account. Therefore, the Association will end the year right on track with the 2021 budget.

**Delinquent account(s):** Diane reported that one owner was delinquent, which was resolved before the meeting.

**MEMBERS DISCUSSION:** Owners in the audience were offered an opportunity to provide input on the other agenda items. One owner asked when the pool-resurfacing project is going to be completed. Diane stated it was originally estimated to be completed by mid-February, but time had been lost to wind and weather. Roger stated that the entire project, including the installation of the new pool heater and the refilling of the pool, is estimated to be completed by the end of February. Another question was asked about the status of the garage door of building 407. Roger reported that the manufacturer is currently waiting on the aluminum coils for the garage door, which may be delivered in the first or second week of February. The manufacturer has been in constant contact with the Board and is trying to get the garage door completed as quickly as possible; however, supply chain issues are delaying the process.

**MAINTENANCE:** Tom reported that the work on the FPL doors has been completed. Rust was grinded off, and they were primed and painted.

**Bldg 4 garage door:** Mentioned under Members Discussion.

#### **OLD BUSINESS:**

**Items to be included in 2nd notice of Annual Meeting:** Diane noted to make it very clear in the notice that a quorum needs to be established with owners present in person or by proxy in order to hold the annual meeting. A vote will not be on the proxy this year. Robin volunteered to check the box onsite for proxies twice a week.

#### **NEW BUSINESS:**

**Web site upgrade:** Diane stated that she had planned to give a recommendation; however, would like to take more time to better educate the board and put us in a position to make an informed decision. No SCCA members had experience with NABR Network (the platform recommended by Vesta and used by most of their clients). After an initial evaluation of vendors recommended by SCCA, the My Green Condo platform rose to the top of the list in terms of cost, function for the association and portability. Diane will prepare a discussion document for the board and schedule demos with both providers prior to a formal recommendation. Roger noted the importance of incorporating electronic voting moving forward. Diane noted some of the web vendors could integrate with that service.

**Landscape maintenance RFP:** Diane noted that an RFP for landscaping should be sent to vendors, since the concrete restoration project has now been completed. The Board agreed.

**ADJOURNMENT:** Roger made a motion to adjourn the meeting at 7:41 p.m., seconded by Jim, all in favor. The next Board meeting is scheduled for Thursday, February 17, 2022 following the annual meeting.

Respectfully Submitted,  
Sarah Miles  
Vesta Property Services