

CARIBBEAN COVE ASSOCIATION INC.  
MINUTES OF THE BOARD OF DIRECTORS MEETING

DATE: Monday, October 9, 2023

TIME: 5PM

LOCATION: Pool Cabana

Meeting called to order: By Linda Ellingwood, President at 5PM

Proof of notice: Posted October 7th on the bulletin board

Quorum of the board: President, Linda Ellingwood, VP Barbara Mills, Janet Zelahy Sec/Treasurer, Mary Marks, Renee Boullianne and property manager, Gloria Reed

Approval of minutes of all previous meetings: Motion to accept all previous minutes made by Janet Zelahy, seconded by Barbara Mills, Motion carried.

New Business: A motion was made by Janet Zelahy to remove Linda Ellingwood as President and move her to a member of the board. Motion was seconded by Barbara Mills. A vote was taken, Barbara Yes, Janet yes, Mary Yes, Renee yes and Linda No. 4-1 Motion carried.

A motion was made by Barbara Mills to elect Mary Marks President of Caribbean Cove Association, seconded by Janet Zelahy. A vote was taken, Barbara yes, Janet yes, Mary yes, Renee yes and Linda No. 4-1 motion carried.

Linda mentioned that the cabana is in bad condition and we should look into making necessary repairs.

The board also approved the new storm door for Unit D1.

A motion to adjourn the meeting was made by Barbara, seconded by Janet. Motion approved, meeting adjourned at 5:10PM

Minutes submitted by Janet Zelahy. Secretary/Treasurer

CARIBBEAN COVE ASSOCIATION, INC.

MINUTES OF SPECIAL ASSESSMENT MEETING

DATE: AUGUST 26, 2023

TIME: 10:00 AM

PLACE: POOL CABANA

AGENDA

Quorum of the board: President Linda Ellingwood, VP Barbara Mills, Secretary/Treasurer Janet Zelahy, Mary Marks, Renee Boullianne, and property manager Gloria Reed.

Residents in attendance: Tom Boullianne B1, Steve Kramer B2, Joan & James Simms C3, Courtney & Jason Foland D1, Julie Cummings E1, Jane Seta E3, Mary Marks F1, Laurie Oates F2, Linda Ellingwood F3, Omayra Class G2, PJ Mueller G3, Peter & Babs Mills H1, Janet Zelahy H3, Linda Mignone I1, and Dena Kurtz I3.

Call meeting to order: Linda Ellingwood, President 10AM

Proof of notice of meeting: Notice mailed August 9th and posted on the bulletin board August 24, 2023.

Board explanation of special assessment: The special assessment is needed to replace the funds that were used to repair the damage to Unit D1. The total cost was \$90,000. This amount includes the engineering report, survey and the actual association repairs required for this unit. The assessment cost to each of the 26 units is \$3,461.56. Since the repairs were paid

with our reserve funds this special assessment will be used to replenish our reserve funds. A motion was made by Barbara Mills and seconded by Linda Ellingwood to approve a special assessment in the amount of \$3,461.56 on each unit to replace the monies used to repair D1. The assessment will be paid in 4 installments of \$865.39 starting Sept. 1st, with the final payment due Dec. 1st. There will be a late fee due if not paid by the 5th of the month of \$25.00. If you choose you may pay in full.

There was a brief discussion by the members.

A vote was taken. The motion passed 4 approved and 1 voted no.

Gloria Reed passed out payment coupons to all the members who were in attendance.

Adjournment, Linda made a motion to adjourn, Mary seconded it. Motion passed. Meeting adjourned at 10:30AM

Minutes prepared by Janet Zelahy, Secretary

CARIBBEAN COVE ASSOCIATION, INC.

WORKSHOP MEETING MINUTES

DATE: WEDNESDAY, AUGUST 23, 2023

TIME: 1:00 PM

LOCATION: H-3

MINUTES

Meeting called to order: by President Linda Ellingwood  
at 1:03 PM

Proof of notice: Posted on bulletin board August 20, 2023

Quorum of the board: President Linda Ellingwood, Vice President Barbara Mills, Treasurer/Secretary Janet Zelahy, and Mary Marks, Director, were present. Gloria Reed, Property Manager, was also present.

Residents in attendane: Dena I3, PJ G3, and Pam J2.

2024 Budget Workshop was held. We discussed each line item that was budgeted for 2023 and where we are in respect to the budget. Also discussed was the expected expenses for 2024. We estimated the items that would need to be changed for the next year. Gloria was going to take the figures back for the accountant to prepare a budget for 2024.

There were no votes taken.

CARIBBEAN COVE ASSOCIATION, INC.

MINUTES OF BOARD MEETING

DATE: MONDAY, AUGUST 7, 2023  
TIME: 2 PM  
LOCATION: H3

MINUTES

Meeting called to order at 2PM by President Linda Ellingwood

Proof of notice: Posted on bulletin board on August 4, 2023

Quorum of the Board: President Linda Ellingwood, Vice President Barbara Mills, Treasurer/Secretary Janet Zelahy, and Mary Marks. Gloria Reed, Property Manager, was also present.

Residents in attendance: Dave and Laurie Oates, F2 and Dena I3.

The Board discussed the special assessment. A motion was made by Barbara Mills to have a special assessment in the amount of \$90,000.00 to cover the cost of the repairs of Unit D1. It was seconded by Janet Zelahy. The motion was approved by all board members in attendance. Renee was absent.

A motion was made by Mary Marks that the assessment of \$90,000 would be paid in four equal payments of \$865.39 starting on September 1st, 2023. There would be a late fee of \$25.00. The motion was seconded by Linda Ellingwood. The motion passed. Barbara voted no, Linda, Mary and Janet voted yes, and Renee was absent.

Meeting adjourned at 2:41PM

Minutes prepared by Janet E. Zelahy, Secretary

Motion to adjourn by Mary Marks, seconded by Janet Zelahy. Motion carried. Meeting adjourned at 2:30PM

Minutes prepared by Janet Zelahy, Secretary

CARIBBEAN COVE ASSOCIATION, INC

MINUTES WORKSHOP MEETING

DATE: MONDAY, JULY 31, 2023

TIME: 5:00 PM

LOCATION: H-3

MINUTES

Meeting called to order: 5PM by President Linda Ellingwood

Proof of notice: Posted on bulletin board on July 26, 2023

Quorum of the Board: President Linda Ellingwood, Vice President Barbara Mills, and Treasurer-Secretary Janet Zelahy, Mary Marks, and Renee Boullianne, Directors were present. Gloria Reed, Property Manager, was also present.

Residents in attendance: Linda M I1, Max G I2, Dena K I3, Andy I H2, and Tom B B1.

There was an open discussion regarding a special assessment to replace the monies used to repair unit D1. A notice about the assessment will be coming out soon. It will have more information. Input is welcome.

We also talked about the replacement of landscaping on unit E1. The bushes and lawn were damaged due to a sewer repair. There were no votes taken at this meeting.

Adjournment at 6:10PM

Minutes prepared by Janet E. Zelahy, Secretary

**CARIBBEAN COVE ASSOCIATION. INC**  
**MINUTES BOARD MEETING**

**DATE:** TUESDAY, JUNE 06, 2023

**TIME:** 6:00 pm

**LOCATION:** Unit H-3

**MINUTES**

**Call meeting to order:** 6:01 pm by President Linda Ellingwood

**Proof of Notice:** Posted on Bulletin Board on 06-03-23.

**Quorum of the Board:** President Linda Ellingwood, Vice President Barbara Mills and Treasurer-Secretary Janet Zelahy, Mary Marks and Renee Boullianne, Directors were present. Gloria Reed, Property Manager, was also present.

Resident Units in Attendance: I-2 and I-3.

**Reports:**

**President** – No report

**Treasurer-** No report.

**Manager's** -No report.

**Old Business:**

Repairs of Units D3, B-2 and I-3 will be referred to JBolt construction.

Repair of E-2 -Advise owner paint is available, owner's responsibility.



**New Business:**

Follow up on estimate with McGill Plumbing to snake the drain line for E-1.

Solicit community volunteers to help locate and mark all drain lines to make them more accessible.

Reach out to Largo Extension Office about information on the tree removal at the entrance. Received two bids, \$6500.00 for 30-50 trees and \$7300.00 for 15 trees.

Discussed violations regarding open garage doors.

Discussed Grills and Fire Pits. Will send out and post another flyer.

Discussed the repair of D1 with the contractor, David with JBOLT.

**Homeowners Comments: None**

**Adjournment: 6:25pm**

Minutes Prepared by Property Manager, Gloria Reed, LCAM

- President - No report
- Treasurer - No report
- Manager's - No report

**Old Business:**

- Repairs of Units D1, D2 and D3 will be referred to JBolt construction.
- Repair of D2 - A contractor paint is available, owner's responsibility

**CARIBBEAN COVE ASSOCIATION. INC**  
**MINUTES BOARD MEETING**

**DATE:** WEDNESDAY, May 24, 2023

**TIME:** 6:00 pm

**LOCATION:** Pool Cabana/ Unit H3

**MINUTES**

**Call meeting to order:** 6:00 pm by President Lellingwood

**Proof of Notice:** Posted on Bulletin Board on 05-21-23.

**Quorum of the Board:** President Linda Lellingwood, Vice President Barbara Mills and Treasurer-Secretary Janet Zelahy. Gloria Reed, Property Manager, was also present.

**Reports:**

**President** – the Board has completed the following projects:

Patio Benches; New Pool Vendor, AquaServ; Soft wash on Fascia, all buildings cleaned: new contract with Spectrum starts on June 6, 2023; met with the landscaper about cutting bushes back from buildings and windows; and renewed insurance policy.

**Treasurer-** Verified the April, payments to vendors. We are over budget due to repairs associated with D-1.

**Manager's** -Discussed pending and completed projects: waiting on estimate for cutting trees down at entrance of community: flag was replaced and obtaining estimates for the completion of repairs on I-3 D-3 and B-2. The FPAT Insurance Evaluation was also completed.

**Old Business: None**

**New Business:**

Motion by Barbara, 2<sup>nd</sup> by Janet to appoint Mary Mark and Renee Boulliane as new board members. No discussion and the Motion passed unanimously.

**Repairs to E-2:** Green Paint on siding. The Board discussed the history of this unit and repairs completed by the previous owners. The Board advised the manager to let the current owners know they are responsible for the painting of the siding; the Association will provide the paint.

**Homeowner's Comments:** The following units were represented at the Meeting: D-2, E-1, B-1, F-1, F-3, H-1 and H-3, and D-1.

No Questions from the Homeowners.

The regular Board Meeting was adjourned at 6:22pm.

Minutes Prepared by Gloria Reed, Property Manager

**CARIBBEAN COVE ASSOCIATION. INC**  
**MINUTES BOARD MEETING**  
**EXECUTIVE SESSION**

**DATE:** WEDNESDAY, May 24, 2023

**TIME:** 6:23 pm

**LOCATION:** Pool Cabana/ Unit H3

**AFTER THE ADJOURNMENT OF THE REGULAR BOARD OF DIRECTORS'S  
MEETING, THE BOARD WENT INTO AN EXECUTIVE SESSION TO  
DISCUSS THE BIDS FOR THE REPAIR OF D-1.**

**Quorum of the Board:** Linda Ellingwood, President; Barbara Mills, Vice-President; Janet Zelahy, Secretary-Treasurer; Mary Marks, Director and Renee Boulliane, Director.

**THERE WAS A DETAILED DISCUSSION REGARDING THE TWO (2) BIDS RECEIVED FOR THE REPAIR OF D-1.** Information regarding the companies, bid amount (the breakdown of the bid), start date, permits, location of the companies, repairs that can be completed without a permit, and review of other completed projects.

1<sup>ST</sup> bid; JBOLT Construction Inc. Amount \$79,750.00

2<sup>nd</sup> bid: Waco Construction Co. Amount \$68,400.00

**Motion by Linda, 2<sup>nd</sup> by Mary to accept the bid from JBOLT Construction Company.** No further discussions after the motion. The motion passed and was unanimously approved.

**Motion by Barbara, 2<sup>nd</sup> by Janet to pay the repair of D-1 from the Reserve Funds.** As of 05/19/2023 the balance in Reserves is \$203,266.36. There was no further discussion after the motion and second. The motion passed and was unanimously approved.

The Board tabled the discussion regarding a Special Assessment and restoring funds taken from the reserves account.

Adjournment: 7:00pm

Minutes Prepared by Property Manager, Gloria Reed, LCAM