

**The Pelican Condominium of New Smyrna Beach, Inc.  
2401 South Atlantic Avenue  
New Smyrna Beach, FL 32169**

**September 2016 Board of Directors Meeting**

**Date:** September 10, 2016  
**Time:** 10:00am – 12 noon  
**Place:** Pel House Community Center  
2401 S. Atlantic Avenue  
New Smyrna Beach, FL 32169

**1. Roll Call**

The following Board members were present at roll call: Archie Williams, Mack Ivey, Perry Flugge, Bob Kosar, Sandy Sage and Meghan Recinos. A quorum was established and the meeting was called to order at 10:00am.

**Owners Present:**

Matt & Meghan Recinos, D302  
Madge Baker, C304  
Pat Shafer, A601  
Alecia Williams, B606  
Tom Butterworth, E103  
Chad and Jean Phelps, B303  
Dick Shaw, B103

Glen and Sally Leffler, D305  
Bill Nelson, A201  
Bob Kosar, A602  
Susan Stoun, C106  
Bob Crittendon, C206  
Dan and Kelly Pohlar, C406

**2. Elections and Resignations:**

It was shared that Sandy Hokanson has sold her unit and will no longer be serving as a member of the board. Thank you, Sandy, for the many contributions you have made to The Pelican community!

**3. Approval of Minutes for June 2016 Board of Directors Meeting was completed:**

Minutes for June 2016 were approved.

**4. Consideration of correspondence**

1. A letter received from Mr. Dan Pohlar, C406, regarding "Non-Compliance" was read and discussed.

**5. Reports of Officers:**

**Treasurer Report:** Please see report attached.

**Manager's Report:** Please see report attached.

## 6. Reports of Committees

### A. IT Committee:

1. Bob Kosar is working with a new company to address the surveillance needs of The Pelican community.
2. It was reported that the landscaping company knocked out a cable providing Wi-Fi access to the north of the community, Bill Nelson is looking in to replacing it. Sandy Sutherland is working with them to discuss the damages and costs involved.

### B. Social Committee:

1. The next event is the October 8 Owner's Meeting. Alecia Williams is making arrangements with a local restaurant to cater the event and has set up entertainment as well.
2. Alecia reported that with the continued help of Sandy Hokanson, planning for the winter calendar will begin soon.

### C. Storage Committee: No Report

### D. Sales/Marketing:

1. Sandy Sage reported that she hopes to establish a Sales & Marketing Committee to address The Pelican rental program as well as marketing techniques/options to further promote our community. Please contact the office if you are interested.
2. It was reported that the idea to seek a PR proposal for marketing unit rentals has been dropped. Instead, Sandy Sage is seeking volunteers within The Pelican to support her in efforts to make improvements in the graphic design of our website.

## 7. Old Business:

**A. Hurricane Shutter Specifications:** A discussion took place on the appropriate wording for proposed by-law amendments in relation to the specifications and regulation of hurricane doors and shutters. A vote will be presented to owners at the Annual Owners' Meeting on October 8.

**\*\*\*\*The board voted unanimously to recommend a "Yes" vote which will allow owners options when doors and shutters are replaced.**

B. A discussion took place on trailer and boat parking on property.

C. The Pelican rental program was addressed and discussed with the Sales & Marketing Report.

## 8. New Business:

**A. Cleaning Services:** A discussion took place on the cleaning service options available on property.

### Next Board of Directors Meeting:

**Date:** October 8, 2016

**Time:** 10:00a.m. – 12 noon

**Place:** Pel House Community Center  
2401 S. Atlantic Avenue  
New Smyrna Beach, FL 32169

Dan and Kelly Pohlar  
403 Timberglen Court  
Winter Springs, FL

32708

July 20, 2016

The Pelican of New Smyrna Beach, Inc.  
2401 South Atlantic Avenue  
New Smyrna Beach, FL 32169

Ref: Letter (Dan and Kelly Pohlar) dated March 19, 2016

Sandy,

In response to the letter we received on March 19, 2016 regarding non-compliance on several items, please see below:

- The sliding door frame needs to be painted black or bronze.

Response: On July 8, 2015, approval was requested to install impact resistant storm sliders *in place of shutters* and that changes to The Pelican by-laws be made to update / better align with current storm door technology. A response was received from Meghan Recinos via email on August 10, 2015 stating that we had the option to install the impact resistant sliders now, but the storm shutters should be left in place until the board is able to amend The Pelican's current policy. In the current by-laws, it states all storm shutters / doors must be white - this is the reason we went with a white impact resistant / storm door.

Please note that in units where roll down shutters have been installed (there are multiple units with roll down doors), the white framing which allows the roll down to function covers the bronze slider giving the appearance of a white door. The same is true of the front of the building where you have roll down shutters on windows facing Atlantic Ave. The renovation of the office building was also done utilizing white doors and windows. As a result, the purpose for the Section 13.5 restriction is stated "to ensure that the building presents a uniform appearance from the outside" is totally circumvented with the installation of all these different types of doors. White accordion shutters, white balcony railings, and white pool fencing further circumvent the uniformity of appearance. Please see attached photos which illustrate these points.

As The Pelican by-laws are in process of being updated for the new hurricane door technology and allowing removal of the shutters, this is an opportunity to update either allowing white sliding doors to be added to the color palate or possibly transitioning the buildings to an all-white palate in the future which would modernize the condo buildings (as was done with the

office building). Please consider this as my request for this topic to be added to the agenda for the next board meeting for discussion.

- The storm shutters need to be re-installed.

Response: The storm shutters have never been un-installed – they are still installed and have not been altered in any way.

- Maintenance does not have access to your unit.

Response: I have discussed my concerns with regards to this item. As of June 10<sup>th</sup>, we are living full time at The Pelican and access will be granted as needed. There is a keypad entry and the combination can be provided within minutes in case of an emergency where we are not available. Please be aware that we have spent much time, effort and money to fully renovate / update our condo and its upkeep is of the utmost importance to us.

Thank you,

Dan Pohlar

**PELICAN OF NEW SMYRNA BEACH, INC.**  
**Profit & Loss Budget vs. Actual**  
July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4000 · Total 4000 - Income			
Total 4010 Association Dues	126,384.00	126,448.33	-64.33
4015 · Late Fees	0.00	0.00	0.00
4016 · Transfer Fees	50.00	0.00	50.00
4017 · Cancellation Fees	200.00	0.00	200.00
4020 · Maint Income--Labor	699.00	416.66	282.34
4030 · Maint Income-Material	390.49	500.00	-109.51
4060 · Cleaning Services	20,724.00	20,500.00	224.00
4130 · Rental Commissions	37,274.30	42,600.00	-5,325.70
4140 · Pelican House Rental Income	0.00	60.00	-60.00
4150 · Miscellaneous Income	280.07	0.00	280.07
4160 · Reserve Earnings	1,080.76	616.66	464.10
4162 · Tax Exempt Resv Interest Earned	2,318.55	1,383.34	935.21
4165 · Insurance Fund Interest	10.46	16.16	-5.70
<b>Total 4000 · Total 4000 - Income</b>	<u>189,411.63</u>	<u>192,541.15</u>	<u>-3,129.52</u>
<b>Total Income</b>	189,411.63	192,541.15	-3,129.52
<b>Cost of Goods Sold</b>			
5000 · Work Order Costs	103.10	666.67	-563.57
5750 · Cleaning Expense			
5751 · Unit Supplies Expense	209.20	166.00	43.20
5750 · Cleaning Expense - Other	21,580.00	20,400.00	1,180.00
<b>Total 5750 · Cleaning Expense</b>	<u>21,789.20</u>	<u>20,566.00</u>	<u>1,223.20</u>
<b>Total COGS</b>	<u>21,892.30</u>	<u>21,232.67</u>	<u>659.63</u>
<b>Gross Profit</b>	167,519.33	171,308.48	-3,789.15
<b>Expense</b>			
5300 · Repairs & Maintenance			
5310 · Building Repair & Maint.	10,987.41	6,834.00	4,153.41
5311 · Pool Supplies	2,707.91	2,000.00	707.91
5312 · Elevator Maintenance	2,790.93	2,334.00	456.93
5313 · Exterminator	1,363.20	1,434.00	-70.80
5314 · Grounds Maintenance	6,255.76	6,666.00	-410.24
5316 · Repair & Maint.(Pool/Shuf/Grl)	1,948.67	3,600.00	-1,651.33
<b>Total 5300 · Repairs &amp; Maintenance</b>	<u>26,053.88</u>	<u>22,868.00</u>	<u>3,185.88</u>
5500 · Utilities			
5501 · Gas	131.83	1,250.00	-1,118.17
5502 · Water	9,227.75	9,666.00	-438.25
5503 · Electric	3,423.13	4,166.00	-742.87
5505 · Internet/Cable	13,108.20	12,834.00	274.20
5510 · Pel-House Util	370.00	384.00	-14.00
5520 · Telephone	587.95	600.00	-12.05
<b>Total 5500 · Utilities</b>	<u>26,848.86</u>	<u>28,900.00</u>	<u>-2,051.14</u>

**PELICAN OF NEW SMYRNA BEACH, INC.**  
**Profit & Loss Budget vs. Actual**  
July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5700 · Payroll	32,443.86	33,000.00	-556.14
5800 · Security	3,692.66	4,500.00	-807.34
6180 · Insurance			
6181 · Liability Insurance	0.00	0.00	0.00
6182 · Workers Comp.	0.00	0.00	0.00
6185 · Building Insurance	0.00	0.00	0.00
6186 · Flood Insurance	25,493.00	28,000.00	-2,507.00
6188 · Health Insurance	2,157.36	4,750.00	-2,592.64
6190 · Umbrella Insurance	0.00	0.00	0.00
<b>Total 6180 · Insurance</b>	<u>27,650.36</u>	<u>32,750.00</u>	<u>-5,099.64</u>
6200 · Taxes			
6201 · FICA	2,403.79	2,181.00	222.79
6202 · Medicare	562.16	630.00	-67.84
6205 · Property	866.92	825.00	41.92
6210 · FUTA	21.08	80.00	-58.92
6215 · SUTA	94.87	380.00	-285.13
6220 · Licenses and Permits	405.00	464.00	-59.00
6225 · Federal/State Income Tax	0.00	0.00	0.00
<b>Total 6200 · Taxes</b>	<u>4,353.82</u>	<u>4,560.00</u>	<u>-206.18</u>
6270 · Professional Fees			
6280 · Legal & Consulting Fees	4,582.80	1,400.00	3,182.80
6560 · Accounting	0.00	750.00	-750.00
<b>Total 6270 · Professional Fees</b>	<u>4,582.80</u>	<u>2,150.00</u>	<u>2,432.80</u>
6600 · Pelican House Expenses	141.98	350.00	-208.02
6800 · Office Expenses			
<b>Total 6800 · Office Expenses</b>	<u>1,784.37</u>	<u>2,167.00</u>	<u>-382.63</u>
6850 · Administrative Expense			
6852 · Meetings & Socials	623.51	600.00	23.51
6855 · Dues and Subscriptions	206.13	350.00	-143.87
6859 · Mileage/Misc Admin Exp	167.40	325.00	-157.60
<b>Total 6850 · Administrative Expense</b>	<u>997.04</u>	<u>1,275.00</u>	<u>-277.96</u>
6900 · Advertising & Marketing	300.00	1,166.00	-866.00
6910 · Miscellaneous Expenses	0.00	227.98	-227.98
8000 · Other Expenses			
8125 · Current Reserve trnsf/expense	29,627.76	29,627.83	-0.07
8126 · Current Yr Reserve Earnings	1,080.76	616.66	464.10
8128 · Tax Exempt Reserve Interest	2,318.55	1,383.34	935.21
8129 · Current Yr Ins Deductible Fund	2,000.00	2,000.00	0.00
8130 · Insurance Fund Interest Earned	10.46	16.16	-5.70
<b>Total 8000 · Other Expenses</b>	<u>35,037.53</u>	<u>33,643.99</u>	<u>1,393.54</u>
<b>Total Expense</b>	<u>163,887.16</u>	<u>167,557.97</u>	<u>-3,670.81</u>
<b>Net Income</b>	3,632.17	3,750.51	-118.34

## Manager's Report

September 10, 2016

With the conclusion of our busy summer season we are now concentrating our efforts on projects around the complex.

The maintenance team is working on or has completed the following:

1. Identifying areas of spalling on the building in preparation for the building restoration that will be taking place in the spring of 2017
2. Painting stairwell railings and grip taping stairs
3. Painting doorway jambs
4. Identifying stairwell doors and hardware that needs replacement and grinding, sanding, and painting those doors that are repairable.
5. Removing the black paint from the parking area east of the Pel House
6. Leveling pavers on the pool deck where water pooling occurs
7. Caulking the roof penetrations
8. Pressure washing the buildings and walkways
9. Replacing cable access doors behind elevators 1 & 4

Cindy is assembling packets for the annual owner's meeting as well as coordinating the unit deep cleans & inventories that take place prior to the winter rentals. I have developed a unit inspection sheet and we will be using that to identify any deficiencies in the rental units that need to be corrected.

Mike from Coastal Landscaping will be meeting me at the property one night in the next few weeks so he can assess our lighting needs for the parking lot/entry area. I am also exploring options with the Utilities Commission for upgrading our parking lot lighting.

Trimming of the pool deck palms will take place in the next few weeks.

We welcome our new owner's that have joined the Pelican rental pool and look forward to showing them the benefits of on-site management for their rentals.

We have a leak that occurs in the "A" building that is associated with periods of heavy rain. The maintenance team has put a temporary fix on the leak but the roof drain to that stack will need to be replaced. AAT will be contacted so that fix can be scheduled.

Another reminder to all: Please read your Pelican documents. In the articles of incorporation section 15.2 it is stated that "In compliance with state and local law and the provisions of our insurance policy, professional contractors who are insured and licensed by the State of Florida must perform all major repairs, renovations or installations. All contractors must register with the office and show proof of license and insurance. Proper permits, if required, must be obtained and posted and all work must be performed in accordance with applicable state and local codes and ordinances and engineering specifications unique to the construction of the Pelican.

This not only protects you as a unit owner but also protects your neighbors and the association as a whole. If you are having work done in your unit please notify the office and make sure your vendor has signed in properly at the office when they are on the property.

Have an enjoyable autumn.