

## Seville Condominium #4, Inc.

### Meeting Minutes

When: Thursday, May 9th, 2024

Time: 1:00 PM

Where: Amer-Tech Management, 24701 US HWY 19N STE 102 Clearwater, FL 33763

### Board of Directors Meeting

- **Call to Order**
  - The meeting was called to order by Robert Kelly at 1:06 PM.
- **Establish Quorum**
  - A Quorum of the Board was established:
    - Sandra Lemay – Present
    - David House – Present through Zoom.
    - Pedro Morales – Present through Telephone
    - Robert Kelly from Ameri-Tech - Present
- **Meeting Notice Verification**
  - Notice of the meeting was posted 48 hours in advance, per Florida Statute.
- **Approval of Prior Meeting Minutes**
  - A motion was made by David House to accept the minutes of the last Board meeting, he was seconded by Sandra Lemay, and it was unanimously approved.
- **Old Business**
  - Engineering Service 2<sup>nd</sup> Report
    - Discussion ensued about the structural repairs needed and what is required to do this type of work. EIRS sent in a proposal to oversee the work; it would require \$5000.00 down and then a per hour cost. A meeting will be requested with EIRS to discuss this further.
    - The focus is to make sure the repairs are done properly and up to code.
    - Robert Kelly will be reaching out to a defect attorney to see if any of the structural issues can be addressed in other ways.
    - A possible special assessment may be needed.
  - Specialty Builders Issues
    - The invoice to install the drain will be tabled until the landscaper pays their portion of the invoice.
    - The invoice for repairing the entry paver walk and the retaining wall totaling \$626.00 is approved for payment.
    - Specialty Builders will be out next Tuesday to repair the broken arm on the door.
    - A quote was given by Specialty Builders to sand and urethane additional doors on the 2<sup>nd</sup> & 3<sup>rd</sup> floors for \$3200.00.

- Wind Mitigation Report
  - Munyan stated they cannot do the wind mitigation. FPAT quoted \$600.00 to do the wind mitigation. The President signed the quote.
- Valuation Report
  - The Insurance Valuation report is mandatory and must be completed every three years. FPAT quoted \$495.00 to get this done. The President signed the quote.
- Dead Tree
  - A quote was given for \$1800.00, but that did not include stump grinding. The Board approved the quote.
- **New Business**
  - Board Member Privacy
    - If homeowners want to communicate with the Board, it should be through the management company. Homeowners should be directed to the website if they have any issues or concerns.
  - Maintaining a Lien
    - The Lien will be renewed on unit #111.
  - Interior Lobby Doors: 2<sup>nd</sup> & 3<sup>rd</sup> Floors
    - A motion was made by Sandra Lemay to accept the quote given by Specialty Builders totaling \$3200.00 to sand and urethane the doors, she was seconded by David House, and it was unanimously approved.
  - Tree Quote: Clean Up
    - The Board is going to hold off on the clean-up.
  - Concrete Repair Quotes
    - Once the Board meets with EIRS they will decide on the repairs.
    - A motion was made by David House to tentatively approve the quote given by EIRS, pending the future conversation the Board will have with them, he was seconded by Sandra Lemay, and it was unanimously approved.
- **Adjourn Meeting**
  - A motion was made by Sandra Lemay to adjourn the meeting at 2:13pm, she was seconded by David House, and it was unanimously approved.