

## Seville Condominium #4, Inc.

### Meeting Minutes

When: Thursday, December 12th, 2024

Time: 2:00 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 Beverly Neubecker at 2:01 PM.
- **Establish Quorum**
  - A Quorum of the Board was established:
    - Sandra Lemay – Present
    - Bill Moorman - Present
    - Beverly Neubecker 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**
  - Table until next meeting
- **David House Resignation**
  - David House resigned through email; the board accepted his resignation.
- **Jim and Dan Joining Board**
  - A motion was made by Sandra Lemay to appoint James Jensen & Daniel Huss to the Board, she was seconded by Bill Moorman, and it was unanimously approved.
  - A motion was made to remove Pedro Morales from the Association Bank Accounts and to add James Jensen to the Bank Accounts, she was seconded by Bill Moorman, and it was unanimously approved.
- **Old Business**
  - EIRS Updates
    - This report was sent to the Board via email.
    - Discussion ensued about the report and the proposal for repairs.
    - The board would like to know who the subcontractor is, if it was the lowest bid.
    - EIRS is charging 5% to manage the project.
- **New Business**
  - Financial Reports
    - Balance Sheet, Income Statement, and & Aging Report are now included in the Board packet. Financial reports were discussed.
    - The board discussed changing the reserve funds to the pooling method. Discussion ensued.

- The board would like the manager to review the reserve funds and make sure everything is properly allocated.
  - On-Site Visits
    - The manager will coordinate with the board members to set this up.
    - The board will start with once a month visits.
  - Loan vs Assessment
    - The manager described what a special assessment is and what the Association must do to proceed with this.
    - Discussion ensued on the pros and cons of each.
    - The board agreed a special assessment would be the better option.
    - A motion was made by Sandra Lemay to pass a special assessment to cover the costs of the EIRS report, she was seconded by Daniel Huss, and it was unanimously approved.
    - Discussion ensued about the project and what the Board's next steps are.
  - Open Forum
    - The homeowner's drainage issue was discussed. Cut-Rite will address the issue.
    - The Board would like better communication with the management company and the homeowners.
    - The manager will follow up with the storage company about a fence that needs to be replaced.
    - Camera discussion and reserve funding will be tabled for next meeting.
- **Adjourn Meeting**
  - A motion was made by Sandra Lemay to adjourn the meeting at 3:29pm, she was seconded by Bill Moorman, and it was unanimously approved.