

SHIPYARD CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
520 Southard Street, Key West, FL 33040
And Via Zoom
February 12, 2024
Friday at 4:00 p.m.

1. CALL TO ORDER

President Glenn Krauss called the meeting to order at 4:03 p.m.

2. DETERMINATION OF QUORUM

Secretary Jack Agnew was present. President Glenn Krauss, Vice President Francine LeCompte-Gittins, Treasure Craig Tellerd and Director Phil Babuder were present via Zoom. A quorum was achieved. Laurie McChesney and Jose Wenzel were present, and Renee Tompkins was present via Zoom on behalf of Management.

3. PROOF OF NOTICE

Proof of meeting notice was provided by an affidavit signed by Community Association Manager Matthew Greenblatt.

4. MINUTES OF THE PREVIOUS MEETING

Director Phil Babuder moved to approved the minutes from the January 22, 2024, Annual Meeting. Vice President Francine LeCompte-Gittins seconded. The motion passed unanimously.

5. REPORTS OF COMMITTEE MEMBERS

Pool Committee Chair Glenn Krauss reported that Aqua Clean sends daily pool reports directly to the Committee. He noted that there have been complaints sent to the Board from long term, repeat renters who have been made to feel very uncomfortable by a group of people at the pool. Glenn said that if you are at the pool and see inappropriate behavior and are uncomfortable dealing with them directly to let CAC know right away so they can address it. Director Phil Babuder noted that there are cameras at the pool but not sure where they are pointing and if there is audio. Jose Wenzel said the cameras do face the pool, but that there is no audio and that he needs a specific date in order to look at the video. Glenn asked CAC to send out an email blast with the phone number to report any inappropriate behavior. It was also noted that the phone number is on the wall at the pool.

Steve Pascavitch, Chair of the Landscape Committee, discussed where to plant the tree replacements, including the memorial tree, and if they should be planted in the park area leased from TAMPOA. Craig Tellerd suggested looking at the written agreement Shipyard has with TAMPOA to see who is responsible for maintaining the park space. Phil Babuder found the agreement and noted that in paragraph 7, it does state that Shipyard is responsible for landscaping costs. President Glenn Krauss confirmed that Shipyard can move forward with planting a tree in the park without permission from TAMPOA.

Social Committee Jack Agnew gave a quick update on the annual social scheduled for Thursday February 22 and asked Suzanne Egle from the CAC office to send out a reminder email to owners.

6. UNFINISHED BUSINESS

President Glenn Krauss said that there will be time for owner input. The Board discussed potentially hiring a project manager for the impact windows and doors project if owners want Shipyard to handle the project for them. There will be two options for owners to choose from:

- Option A – the owner handles the project themselves
- Option B – the owner has Shipyard handle the project for them.

Francine LeCompte-Gittins, Impact Committee Chair, noted that the first step is to send out an email to the owners detailing the two options. The Board discussed implementing an administrative fee to cover the extra cost of hiring a property manager to oversee Option B. President Glenn Krauss moved to hire a project manager with an associated negotiated fee to be billed to the owners to handle the association's impact doors and windows project for owners that are deferring to the Association to do the work. Treasurer Craig Tellerd seconded. The motion passed unanimously. It was noted that each quote for windows and doors will be based on the individual units and not a package deal.

The Board discussed low-E glass as some owners have asked about it. It was noted that HARC will only approve the color "smoked" and never blue or green. Shipyard has always denied it, and it is actually not that useful unless you have direct sunlight all day long, which most windows in Shipyard do not have. However, by law you can't deny an owner from using it, so Treasurer Craig Tellerd proposed the following statement be sent to owners: "While low-E glass is not encouraged, owners may install it as long as the type and color is approved and advanced by HARC." Secretary Jack Agnew seconded. The motion passed unanimously.

7. NEW BUSINESS

The Board discussed the new landscaping contract which had a significant increase and if there are any other options to consider.

Donna Pascavitch mentioned that the pathways within community are very dark and asked about adding lights, possibly solar. President Glenn Krauss said that is something to consider when they do the walk around in early spring.

A question was asked about the painting schedule, and Renee Tompkins noted that she will touch base with Matthew Greenblatt who is getting the painting quotes.

It was noted that maintenance forms are on the CAC website, and it is a good idea to remind owners to fill out the form so that the request is recorded and to not just call Danny for maintenance requests. Renee Tompkins confirmed that the online maintenance requests are sent directly to her and Matthew from the website, and then she refers to Danny any requests that he needs to take care of.

Director Phil Babuder discussed security and noted that during the day the phone calls are routed to the CAC office and at night they are routed directly to the security company.

The issue of bikes being chained to trees and fences was discussed. Security needs to be informed so they can put violation stickers on them. The Board asked CAC to send out an email reminding owners and property managers of the bike rules.

8. ASSOCIATION MEMBER INPUT

Owners mentioned that bike racks are very crowded and often filled with derelict bikes. There are also bikes on the decks with no notices on them.

Megan Behmke asked about the painting schedule. Renee Tompkins said it would be in summer 2024 but no specific time has been determined yet.

9. ADJOURNMENT

Treasurer Craig Tellerd moved to adjourn the meeting. Vice President Francine-LeCompte Gittins seconded. The motion was approved unanimously. The meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Reneé Tompkins
Community Association Manager