

SHIPYARD CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
520 Southard Street, Key West, FL 33040  
And Via Zoom  
September 16, 2024  
Monday at 3:00 p.m.

**1. CALL TO ORDER**

President Glenn Krauss called the meeting to order at 3:00 p.m.

**2. DETERMINATION OF QUORUM**

President Glenn Krauss and Treasurer Craig Tellerd were present on Zoom and Vice President Francine Le Compte-Gittins, Secretary Jack Agnew, and Director Phil Babuder were present in person. A quorum was achieved. On behalf of CAC Management. Laurie McChesney, Jose Wenzel and Blake Oropeza were present in person, while Renee Tompkins was present via Zoom.

**3. PROOF OF NOTICE**

Proof of meeting notice was provided by an affidavit signed by Community Association Manager Jose Wenzel.

**4. MINUTES OF THE PREVIOUS MEETING**

Secretary Jack Agnew moved to approve the minutes from the Shipyard Board Meeting held April 29, 2024. Director Phil Babuder seconded. The motion passed unanimously.

**5. NEW BUSINESS**

- **Future Roof Requirements:** Justin Rodriguez from USI Insurance Services gave a presentation on insurance and new underwriting guidelines. The 2025-2026 renewal is still okay for Shipyard but future renewals will be affected unless the roofs are replaced. The next renewal is in nine months and Shipyard is okay for that renewal. He is providing information proactively. Treasurer Craig Tellerd asked CAC to go ahead and start getting proposals on new roofs for all 21 Shipyard buildings as it will be a big project. CAM Renee Tompkins agreed to start work on this.
- **Expiration of Line of Credit at First Horizon Bank:** President Glenn Krauss discussed the existing Shipyard Line of Credit which remains unused and questioned the need to renew it upon expiration. *Treasurer Craig Tellerd made a motion that Shipyard does not renew their Line of Credit. Director Phil Babuder seconded. The motion passed unanimously.*
- **Annual TAMPOA contribution in exchange for gate access:** Bob Brown, Representative from TAMPOA, discussed the gates and the increased costs of maintenance and infrastructure on them. TAMPOA proposes allowing members of Shipyard Condominium Association to have full access to the Pedestrian gates, billed to members at \$100.00 annually or \$25.00 per quarter. Discussion was held. *Treasurer Craig Tellerd made a motion that Shipyard send a survey to their members regarding paying for the right to use the TAMPOA gates from 6pm to 8am. Vice President*

*Francine Le Compte-Gittins seconded. The motion passed unanimously.* CAC will prepare the survey to send out.

## 6. UNFINISHED BUSINESS

- **Update on Impact Window/Doors:** Vice President Francine Le Compte-Gittins reported that the project is on track. Shipyard has a total of 21 buildings and as each unit completes the impact window/door replacement, the individual owners in that building will be eligible for a reduced rate on their individual insurance costs after submitting the necessary documents to their insurance carrier. As each building is completed, the Shipyard Condominium Association will be eligible for a reduced insurance rate on that building. Francine and CAM Renee Tompkins will send out an email to the membership that will outline “Next Steps for Homeowners” which will outline the process of reporting the documentation to individual insurance companies. Randy Niles reports 4 or 5 common area doors have been put up, just over 50%. For the members who chose Option B on their survey, Randy feels work may slow down as the season gets busier and scheduling access with those units that are occupied with renters will cause delays. There was discussion around the common doors and the billing process. Treasurer Craig Tellerd asked Randy who would be painting the doors as they are only primed at this point. Craig suggested Tim Tyran from TMT Painting who is already doing the painting at the Association. Randy agreed to discuss it with Tim so Tim can add it to his schedule.
- **Update on Building Painting Project:** CAM Renee Tompkins reported that as of 9/16/24 we have completed 12 buildings which is a 57% completion rate. There are 9 buildings left to paint. Treasurer Craig Tellerd complimented painting contractor Tim Tyran and TMT Painting, said he was doing an excellent job and was addressing a lot of deferred maintenance. This is costing more for the association, but it is necessary work and the quality of the work being done will last Shipyard many years.
- **Update on Pool Gate Replacement:** President Glenn Krauss reports the pool gate has been installed at the pool. There were a few minor issues, but they are being addressed. The gate is taller and harder to reach over to unlock from the outside.
- **Update on Pool Chair Slings and Replacement Pool Tables:** President Glenn Krauss reports two new pool tables were purchased, and they identically match the table donated by Scott Sprague. There are now three new tables and the others that are in bad shape will get replaced over time as the budget allows. The pool chair slings are in and CAM Danny Franco has been replacing the old slings with the new.
- **Update on Pool Resurfacing Quote:** President Glenn Krauss reports he has received two quotes on resurfacing the pool. The quotes are from Raycees Plastering and R. Butler Pool & Decks. Discussion was held on possible scheduling options. CAC will follow up to get more information from both companies on timelines and scheduling options.
- **Update on Transient Rental Licenses:** Treasurer Craig Tellerd gave a review of the history of the soon expiring 20 year transient rental agreement and the actions being taken to have it amended and extended

prior to the 12/31/25 expiration. While the current discussions have been disappointing there are still some ideas to explore.

## 7. REPORTS OF OFFICERS AND COMMITTEES

- **Landscaping:** Secretary Jack Agnew reports the landscaping looks good after his recent review. Member Steve Pascavitch thanked Mike and Ellen Carron for donating native trees earlier in the year. Steve also thanked Jack Agnew for buying 20 bags of mulch and installing it. Steve would ultimately like to address certain areas of Shipyard fronts that need new landscaping with irrigation but for now, he would like to see some mulch put down once all the painting and repair work has been completed. President Glenn Krauss mentioned new landscaping lights had been installed as well.
- **Pool Committee:** President Glenn Krauss reports the salt-water system has been installed and the pool is very nice and will save the Association money.
- **Finance Committee:** Member Alan Teitelbaum reported on the reserves. The Association started 2024 with \$1,983,000 in reserves. As of the meeting date, the amount is \$1,595,000, a decrease of \$388,000. The reserves budget for the year was \$668,000. To date, the Association has spent \$681,000. Repairs were needed but the invoices are still coming in. Alan projects that with the pool repairs included, the association could end up spending between \$800,000. and \$1,000,000, in reserve money. Looking ahead two years, the Shipyard Roof Project could cost \$2.5 million. Insurance savings from the door and window project will help but there will be a need to build the reserves back up.
- **Social:** Tabled for next meeting
- **Real Estate Report:** Member Mike Carron gave a report on Real Estate Sales at Shipyard.

## 8. ASSOCIATION MEMBER INPUT

- Member Shannon Heard requests more prominent signage throughout Shipyard to better direct emergency services. Tabled for discussion at the next meeting.
- Member Ana Tudela would like to see a dog waste disposal station set up in the Courtyard area. Discussion was held around the reason the original waste can went away. CAC CAM Danny Franco will investigate the cost and different product options.

9. **NEXT MEETING:** The next meeting has been scheduled for November 12<sup>th</sup> at 3:00pm.

## 10. ADJOURNMENT

President Glenn Krauss moved to adjourn the meeting at 5:16pm. Treasurer Craig Tellerd seconded. The motion was approved unanimously.

The meeting was adjourned at 5:16 pm.

Respectfully submitted,  
Reneé Tompkins  
Community Association Manager