

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

Owners Meeting

Date: November 17, 2012

Time: 10:00 am to 12:00 noon

Place: Edgewater Regional Library

103 West Indian River Blvd

Edgewater, FL 32132

1. Certifying Quorum – Call to Order

One hundred thirty-one (131) units were represented either via proxy or in person. A quorum was established and the meeting was called to order at 10:04. Frank Armetta commented favorably on the large number of owners that responded--91% of all owners had responded.

2. Proof of Notice of Meeting

An affidavit was provided confirming mailing of the Notice of the Owners Meeting to be held on Saturday, November 17, 2012.

3. Reading and Disposal of Unapproved Minutes

Minutes of the October 13, 2012 Annual Owners Meeting were approved as published.

4. Correspondence

a. The attached letter from Charles and Robin Park, B-304, was read.

5. Reports of Officers

a. **Treasurer**—Frank Armetta reviewed the attached financial report for the first three month of the fiscal year, July – September, 2012. He noted rental commission was down year over year due to five Saturday's of rental checks in July 2011 versus four in July 2012. Frank also reviewed the Assessment Westside 2012 Report showing the disbursement of the collected funds. He stated a couple owners that have not paid the assessment. He also noted all funds borrowed from the Reserve Fund have been repaid.

6. Reports of Committees—None

7. Old Business—None

8. New Business

a. **Vote to approve modification of Pel House and Office to create a Pelican Community Center/Office building**— Archie opened the floor to questions from owners. When asked about phone and internet service, Bob Kosar said technology use will be designed in during the planning stage. Archie stated the cost estimates for the project were developed by the architect and engineer and were compared to prices from local contractors that were almost identical. He said the architect built in a contingency in his estimates and Frank had also done the same. If actual costs are running high, there are some areas in the design that can be changed to reduce costs, such as hurricane code compliant windows versus windows with hurricane shutters and siding versus stucco exterior. Over the next 60-90 days, construction drawings will be developed for the bidding process. Local contractors will be used for the project if possible. The Westside Restoration Committee meetings will continue to be held and will evaluate comments and suggestions from owners to be passed along to the architect and engineer. Those comments should be in writing/email to the office. Steve will investigate with the insurance agent any change in insurance premium for the new building versus the two current buildings. One hundred thirty-one (131) owners voted via proxy form on the proposal and 113 voted YES and 18 voted NO. An affirmative vote by seventy-five percent (75%) of the owners, or 108, is required for modification of the common elements and the voted exceeded the needed number by five. Motion passed. Archie stated the vote reflects the majority of the owners desire for a community center and we all must work together to accomplish that. The construction phase is planned for August 2013 through February/March 2014 but some preliminary work may be done in May 2013. Construction work will not occur during the peak summer months on June and July.

9. **Adjournment**—There being no further business for discussion, Gil Parrish made the motion, seconded by Bob Strade, to adjourn at 10:50 a.m. Motion passed unanimously.

Respectfully submitted,
Steve Simpson, Manager

Owners Present:

A104 Jan and Allan Leontovich
A301 Edie Pantalone
A306 Don and Kim Sullivan
A405 Ed Pantalone
A601 Bob and Pat Kosar
A605 John Cornelius
B102 Carl and Denise Munn
B204 John and Denise Balsley
B606 Archie and Alecia Williams
C102 Barry Morris
C103 Gil and Nannette Parrish

C203 Bob Strade
C303 Sally Peterson
C304 Madge Baker
C306 Frank and Sharon Armetta
D106 Al and Sandy Hokanson
D206 Ann and Perry Flugge
D304 S C Scheuller
D305 Glen Leffler
E202 Michelle Guard
E206 Greg and Deborah Heeter

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

Board of Directors Meeting

Date: November 17, 2012

Time: 10:50 am

Place: Edgewater Regional Library
103 West Indian River Blvd
Edgewater, FL 32132

1. Roll Call

The following board members were present: Archie Williams, Frank Armetta, Don Sullivan, Ed Pantalone, Bob Kosar and Carl Munn. Larry Metcalfe was absent. A quorum was established and the meeting was called to order at 10:50 pm.

2. Approval of Minutes of September 8, 2012 and October 13, 2012 Board of Director Meetings

Motion was made and seconded to accept the minutes of the September 8, 2012 and October 12, 2012 board meetings. The vote was unanimous and the motion passed.

3. Consideration of Correspondence—None

4. Elections and Resignations—None

5. Reports of Officers

a. Treasurer—Covered during Owners Meeting

b. Manager—Steve Simpson reviewed the attached Manager's Report. He stated the engineer would meet the garbage truck driver on site at 9:00 am Tuesday to evaluate solutions for the doors to the garbage dumpster area. Currently the doors do not open up wide enough for the truck to enter the area. It was suggested that walkway paint test samples by brand and color be placed in sections of the walkways to evaluate performance. Ed Pantalone made a motion to use A.A.T. Restoration Group for the concrete and stucco repairs at a cost not to exceed \$15,000. Bob Kosar seconded the motion. The vote was unanimous. Motion passed. Frank Armetta made a motion to pay one-half of the expense from the Concrete Restoration Reserve fund and one-half from the Paint and Waterproof Reserve fund. Ed Pantalone seconded the motion. The vote was unanimous. Motion passed. Bob Kosar made a motion to approve expenditure of up to \$5,300 to probe and repair the roof seams if the expense could not be covered by the roof warranty. Don Sullivan seconded the motion. The vote was unanimous. Motion

passed. Frank commented that it is good that we're keeping up with routine maintenance in a proactive manner.

6. Committee Reports

a. Finance Committee—No Report

b. Building and Maintenance Committee—Bob Kosar reported more wall plug-in units for internet service have been ordered and seem to be working well. He also reported he is still investigating a Dish TV solution to augment Bright House cable service to help reduce the overall expense.

c. Landscaping and Grounds—There was discussion on repair/replacement of storm damage plants and the need to improve the center of the entrance. Steve will discuss with Coastal Landscapes and owners are to send notice to the office of areas in need of repair/replacement.

d. Rental Committee—Deb Vogel reported that the staff is busy with deep cleans in advance of arrival of the winter guests. She reported improvements have been made to the website and invited all owners to visit the site.

e. Storage Committee—Alan Leontovich stated that a report of issues in the storage rooms had been compiled by the committee and provided to the staff to address the issues.

f. Social Committee—Alecia Williams reported the Owners Party had a good turn out and everyone had a good time. It was noted that if a notice is posted on a bulletin board, it should be posted on the website and emailed to owners. Sandy Hokanson stated an updated owners list is available in the office.

g. Westside Restoration Committee—No Report

7. Old Business—None

8. New Business

a. Community Center Special Assessment—Frank Armetta reviewed the attached Pelican Condominium Assessment Notice. The Assessment of \$359,150 is to cover the expense of the modification of the Pel House and Office to create a Pelican Community Room and Office. Payments will be spread over 18-months with the first payment due February 1, 2013. Don Sullivan made a motion to approve the Assessment of \$359,150 for the Pelican Community Room and Office. Frank Armetta seconded the motion. The vote was unanimous. Motion passed. Archie thanked Ed Pantalone and other members of the Westside Restoration Committee for their efforts to get owner approval for the project, especially the building captains for their phone call efforts and to Madge Baker for suggesting the calls. A special thanks went to the office staff for their assistance with the calls.

9. Adjournment

Prior to adjournment, Bob Strade asked those people that use the workroom on the fourth floor of C building to clean up after they use it. There being no other business to come before the board, a motion was made by Don Sullivan and seconded by Frank

Armetta to adjourn. The vote was unanimous and the meeting was adjourned at 11:23 am.

Respectfully submitted,
Steve Simpson, Manager

Next Meeting—Board of Directors Meeting

Date: December 1, 2012

Time: 10:00 am to 12:00 noon

Place: Sea-Action Properties and Management

308 North Orange Street

New Smyrna Beach, FL 32168

This will be a closed meeting to discuss personnel matters.

October 23, 2012

Dear Archie & Board of Directors:

We have supported all improvements and assessments that the Board has recommended in the past. Although we probably would not have supported this initiative because it really only benefits the full time residents, we will be very selective on assessments that we support going forward. The landscaping project turned into a fiasco where the Board took the liberty of obstructing our view as well as others. I am sure it is great to look at the pool area when the palm trees do not affect you. This is true for Archie and others who made the decision to enhance the area and not just restore it as promised. It is time we stop asking for improvements that only benefit a few.

Sincerely yours,

A handwritten signature in cursive script that reads "Charles & Robin Park".

Charles & Robin Park

Please Post in the Minutes

PELICAN OF NEW SMYRNA BEACH, INC.
Profit & Loss Budget vs. Actual vs. LY
July through September 2012

	Jul - Sep 12	Budget	Jul - Sep 11
Ordinary Income/Expense			
Income			
4000 - Total 4000 - Income			
4010 - Maintenance Fees	117,304	117,327	113,010
4011 - Reserve Portion Maint Fees	47,612	47,613	45,534
4015 - Late Fees	750	0	400
4016 - Transfer Fees	200	0	0
4017 - Cancellation Fees	175	0	0
4020 - Maint Income--Labor	901	1,125	720
4030 - Maint Income-Material	1,424	2,199	2,279
4060 - Cleaning Services	27,924	20,416	26,583
4130 - Rental Commissions	33,176	37,701	36,345
4150 - Miscellaneous Income	196	750	423
4160 - Reserve Earnings	1,891	2,250	2,224
4162 - Tax Exempt Resv Interest Earned	1,878		1,159
4165 - Insurance Fund Interest	31	83	70
4180 - Tee Shirt Income	180	126	372
Total 4000 - Total 4000 - Income	233,642	229,590	229,119
Total Income	233,642	229,590	229,119
Cost of Goods Sold			
5000 - Work Order Costs	1,952	2,625	2,329
5750 - Cleaning Expense	27,620	19,720	26,685
Total COGS	29,572	22,345	29,014
Gross Profit	204,070	207,245	200,105
Expense			
5300 - Repairs & Maintenance			
5310 - Building Repair & Maint.	9,087	7,749	6,454
5311 - Pool Supplies	2,758	2,325	2,739
5312 - Elevator Maintenance	3,403	3,000	3,396
5313 - Exterminator	981	1,025	920
5314 - Grounds Maintenance	9,308	7,500	8,946
5316 - Repair & Maint.(Pool/Shuf/Grl)	6,938	3,750	17,407
Total 5300 - Repairs & Maintenance	32,475	25,349	39,862
5500 - Utilities			
5501 - Gas	54	1,624	68
5502 - Water	12,494	10,251	9,479
5503 - Electric	5,673	6,174	5,456
5505 - Internet/Cable	14,248	14,250	13,427
5510 - Pel-House Util	445	399	452
5520 - Telephone	1,668	1,701	1,612
Total 5500 - Utilities	34,583	34,399	30,494
5600 - Depreciation Expense	0	750	
5700 - Payroll	41,507	47,000	40,161
5705 - Contract Management	1,988	7,313	6,121
5800 - Security	5,277	1,973	3,987
6180 - Insurance			
6154 - D&O & Crime Policies	0	0	
6181 - Liability Insurance	0	10,000	
6182 - Workers Comp.	0	1,250	
6185 - Building Insurance	450	0	450
6186 - Flood Insurance	12,739	13,000	11,149
6188 - Health Insurance	3,044	3,425	2,891
6190 - Umbrella Insurance	0	0	0
Total 6180 - Insurance	16,233	27,675	14,490
6200 - Taxes			

PELICAN OF NEW SMYRNA BEACH, INC.
Profit & Loss Budget vs. Actual vs. LY
July through September 2012

	Jul - Sep 12	Budget	Jul - Sep 11
6201 - FICA	2,573	2,602	2,481
6202 - Medicare	602	608	580
6205 - Property	1,040	951	1,117
6210 - FUTA	22	117	0
6215 - SUTA	198	699	0
6220 - Licenses and Permits	859	525	589
6225 - Federal/State Income Tax	0	0	0
Total 6200 - Taxes	5,294	5,502	4,767
6270 - Professional Fees			
6280 - Legal Fees	0	750	56
6560 - Accounting	0	10,250	600
Total 6270 - Professional Fees	0	11,000	656
6600 - Pelican House Expenses	285	675	123
66900 - Reconciliation Discrepancies	0		
6800 - Office Expenses			
6810 - Office Supplies	1,208	699	1,680
6811 - Printing and Reproduction	2,064	2,064	3,945
6812 - Postage and Delivery	1,591	1,425	899
6815 - Other Office Exp	801	999	703
6825 - Computer Expense	0	126	57
Total 6800 - Office Expenses	5,664	5,313	7,283
6850 - Administrative Expense			
6852 - Meetings & Socials	1,037	1,200	679
6854 - Good Will Adjustment	0	123	50
6855 - Dues and Subscriptions	0	200	140
Total 6850 - Administrative Expense	1,037	1,523	869
6870 - Bad Debt	770	750	713
6900 - Advertising & Marketing	2,306	1,623	342
Total Expense	147,417	170,845	149,867
Net Ordinary Income	56,653	36,400	50,238
Other Income/Expense			
Other Expense			
8000 - Other Expenses			
8125 - Current Reserve trnsf/expense	47,612	47,613	45,534
8126 - Current Yr Reserve Earnings	1,891	2,250	2,224
8128 - Tax Exempt Reserve Interest	1,878	0	1,159
8130 - Insurance Fund Interest Earned	31	84	70
Total 8000 - Other Expenses	51,412	49,947	48,987
Total Other Expense	51,412	49,947	48,987
Net Other Income	-51,412	-49,947	-48,987
Net Income	5,241	-13,547	1,251

Assessment Westside 2012 Report

as of 11/12/12

Total Assessment	\$ 131,760
Amt Collected to Date	\$ 128,388

Disbursements:

Smith Barney	30,000	Partial Re-payment of Borrowed Funds to Reserves
M. R. Davis Corp	3,000	Permit & Mobilization (Draw #1)
M. R. Davis Corp	6,700	Dumpster Demolition (Draw #2)
Sidney Corhern - Architect	2,850	Pel-House/Office plans
Sidney Corhern - Architect	1,550	Pel-House/Office plans
M. R. Davis Corp	16,000	Dumpster pads & walls (Draw #3)
M. R. Davis Corp	6,000	Dumpster pads & walls (Draw #4)
The Performance Group Inc	1,527	Westside Restoration
M. R. Davis Corp	6,233	Final Draw
Smith Barney	47,894	Final Re-payment of Borrowed Funds to Reserves
Total	\$ 121,754	

Borrowed Funds (from Reserves) Detail

Coastal Landscapes	1,200	Prep for new sidewalk
Paul Momberger, RLA	3,700	Phase 1 Westside Restoration
Coastal Landscapes	1,150	Remove & Install Sidewalk
Coastal Landscapes	10,000	Draw #1 - Westside landscaping
Coastal Landscapes	22,580	Draw #2 - Westside landscaping
The Performance Group Inc	679	Westside Change Orders
Sliger & Associates	520	Pavement Removal Limits for landscaping
Coastal Landscapes	13,205	Draw #3 - Westside landscaping
Brill's Eco Alterations	1,200	Concrete Sidewalks
Coastal Landscapes	16,207	Draw #4 - Westside landscaping
Coleman Plumbing	985	Repair broken water main by landscapers
Premier Lawn & Landscape	1,000	Concrete flares to sidewalks
The Performance Group Inc	1,565	Westside Improvements & Pel-house redevelopment
Southern Appraisal Corp	1,250	Westside project
The Performance Group Inc	2,653	Inv#73905 - Westside project
Total	\$ 77,894	

Balance Due from 6 Owners	\$ 3,372
Expected to Receive	\$ 2,469

Manager's Report
November 17, 2012

1. **Dumpster Relocation Project**—The dumpster relocation project is complete; however, there are issues with the garbage truck entering into the opening. The opening is per city specifications but the gates do not open wide enough for the truck to enter. The engineer is working with the garbage collection company to come up with a solution.
2. **Maintenance Schedule**—The Maintenance Team has been busy with maintenance items while we had fewer people on-site. They cleaned the dryer vent stacks, repair the ladder in the north pool, installed the wind fence at the pool and have installed a wind screen on the fence at the north end of D building. A wind screen will be added to the fence on the south end of E building next week. The use of rugs in the elevators has been tested in two elevators and seems to be working well. Rugs have been ordered for the other two elevators.
3. **Building Repairs**—As noted at an earlier board meeting, the Maintenance team found a few cracks in the building stucco and we had A. A. T. Restoration Group inspect the building with us and we found a few more cracks. The objective is to make repairs to the building while they are small and less costly to repair. We had a second concrete restoration company provide a quote for the repairs and they provided a certain price quote of about \$10,000. A.A.T. initially provided a quote of time and material and provided a not to exceed price quote of \$15,000 but believe the cost will come in around \$10,000. A.A.T. can get a crew started after Thanksgiving and anticipate they would be finished before January.
4. **Roof Inspection**—We engaged a local roofing company that is certified by 2001 Company to inspect the roof this fall to maintain the roof warranty. They found some seams that need probing and repair. They have recommended probing all seams and repairing as necessary for \$5,284. They also found some roof edge leaking issues and scheduled an inspection with the manufacturer's representative. All of the repairs necessary associated with the roof edge will be covered under warranty and will be performed by 2001 Company representatives.
5. **Roof Vents**—The metal screening on the roof vents was replaced this week. The roof vents have metal screening on them to prevent entry by birds or other animals. The screening has rusted and began to deteriorate. In addition to possibly permitting entry by animals, the rusted material is falling on the roof and may cause roof damage if walked upon.

Pelican Condominium Assessment Notice

The Pelican of New Smyrna Beach, Inc.
2401 S. Atlantic Ave.
New Smyrna Beach, FL 32169

Purpose: **Assessment for Pelican Community Room and Office**
 Amount: **\$ 359,150**
 Approved: **By Owners with more than 75% approval and Board of Directors Nov 17, 2012**

	#Units	% Each	√	Total Assessment Each Unit	Equal or 18 Payments
One Bedroom	12	0.004464		\$1,620	\$90
Two Bedroom w/TV Rm	12	0.006720		\$2,412	\$134
Two Bedroom	72	0.006853		\$2,466	\$137
Town House	36	0.007317		\$2,628	\$146
Three Bedroom	12	0.009080		\$3,258	\$181

Total Assessment Payments: \$359,640.00

Payment Schedule for 18 Months, beginning Feb-1-2013

For My Records:

Payment Due Date: Pymt #: 1	February 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 2	March 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 3	April 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 4	May 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 5	June 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 6	July 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 7	August 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 8	September 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 9	October 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 10	November 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 11	December 1, 2013	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 12	January 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 13	February 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 14	March 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 15	April 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 16	May 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 17	June 1, 2014	Date Pd: _____	Check # _____ Amount _____
Payment Due Date: Pymt #: 18	July 1, 2014	Date Pd: _____	Check # _____ Amount _____

* Unit number and owner's name should be shown on all payments. Make checks payable to the Pelican.

* Payments should not be combined with Monthly Maintenance Fees or Work Order payments.

* If an owner is paying for two or more units, specify unit(s) to be credited with payment.

* **Payment is considered late after the 15th of the month. There will be administrative late fee of \$25 for each month that the payment is late. Assessments that are not paid within 15 days of the due date may bear interest, from the due date until paid, at a rate of 15%.**