

MINUTES
SANDPIPER OWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
July 29, 2013

A meeting of the Board of Directors of Sandpiper Condominium took place on July 29, 2013, at 5:00 p.m., at the office of Board member Terry Hadley, 1031 West Morse Blvd., Suite 350, Winter Park, Florida. Notice of the meeting was properly posted.

QUORUM:

In attendance in person were Terry Hadley, Scott Johnson, Joe Sefcik, Steve Selznick, Diane Browning, Michael Pollack and Dusty Sutton. On the phone were Rennie McDaniel and Jeff Knipe.

APPROVAL OF PRIOR MINUTES:

The Board approved the minutes of the prior meeting of the Board of July 23, 2013.

JOB DESCRIPTION FOR PROPERTY MANAGER:

The Board finalized a job description for the position of Property Manager, with the job description attached to these minutes. The job description included input from the Board, unit owners and current Sandpiper staff. This description will also be incorporated into a new contract being prepared for the position of Property Manager. Upon motion made by Terry Hadley and seconded by Diane Browning, after discussion, the attached job description was unanimously approved by the Board.

APPROVAL TO HIRE A NEW PROPERTY MANAGER.

On July 23, the Board interviewed two prospective property managers, as reported in the minutes of July 23. After discussion at this current meeting, a motion was made by Terry Hadley and seconded by Michael Pollack to hire David Spears as our new property manager. The motion included that David would be hired for an initial period of four months to assure his capabilities as our property manager, with a thirty day cancellation by either the Association or David. David would initially be hired for \$3,000 per month for the initial four months, to be paid on the 15th and last day of the month, with his proposed start to be August 1, to continue through the end of November, 2013. If at the end of the four months the Board wishes to retain David further, the Board will consider hiring David for a new one year period, starting December 1, 2013, potentially with a salary increase, including incentives. After discussion, the Board unanimously approved retaining David Spears as our new property manager on the foregoing terms. Scott will finalize the contract for hiring of David, subject to Board approval of the contract form.

Joe Sefcik will contact David to extend the offer, and if accepted, the owners will be advised. The other two prospects that were interviewed by the Transition Committee, including

one who was further interviewed by the Board on July 23, will be advised that the Board has retained David Spears.

NEW BUSINESS.

(a) Joe will speak to Lori and Diane to make sure that they use e-mail addresses dedicated to their own names, and that David Spears will have a dedicated e-mail address.

(b) As reported in prior minutes, the prior property manager, Tom Moreno, had undertaken common area modifications on the third floor of the condominium without Board authorization. Diane Moreno has offered to reimburse the Association for the expenditure of such modifications. Michael moved to accept Diane's offer, seconded by Dusty. After discussion, a motion was made by Terry and seconded by Steve to table the motion of accepting Diane's offer, pending further review of the utilization by the Association of such modified space, to see if there was a benefit to the Association for which reimbursement was not necessary. The motion to table the prior motion was passed with six of the Board members voting for approval to table, and with Dusty, Diane and Michael voting no.

(c) Diane Browning reported that the 7th floor security cameras were not working, and the camera vendor would be contacted to resolve that issue.

(d) It was also suggested that the office needs to be aware of who is utilizing a particular unit if being used by renters who rent through off-site vendors, or if friends of owners are using a unit, just so the office is aware of unit use by others than the unit owners. A procedure will be implemented to assure such knowledge.

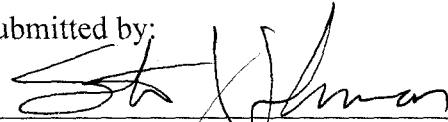
(e) With the new manager proposed to be in place, we needed to make sure that Labor Day security that might have been retained through the prior property manager be cancelled, as the new property manager would be making his own arrangements for holiday security.

(f) For purposes of working on the new budget to be considered at the 2013 annual meeting, we will want the new manager to inspect the building and grounds, including by current vendors who are familiar with the building and grounds. Following that inspection, we will want the new manager to also review the building and grounds with John Jones and one or more unit owners who have expressed an interest in being part of that process. All this is for the purpose of making sure we have appropriate information to be taken into account in preparing the new budget for 2014, including reserves.

(g) As its last item of business, the Board scheduled the next Board meeting for September 9, 2013, from 5:00 p.m. to 7:00 p.m. at Terry Hadley's office, including to review the status of performance of our new manager as well as other issues that will be placed on the agenda.

There being no further business to come before the Board, the meeting was adjourned at approximately 6:30 p.m.

Submitted by:



Scott Johnson, Secretary

7/31/13

Date

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Job Description—Property Manager (Sandpiper)

Summary

The position of Property Manager is of critical importance to the Board and Owners of the Sandpiper. The goals of owners at Sandpiper include enhancing their financial investment and assuring an enjoyable experience every time their units are used by such owners, their guests and tenants.

With those goals in mind, the Manager represents the Association and needs to be cordial, engaging, energetic, knowledgeable and professional. It is a high visibility position and one where the manager needs to be physically present and available on a daily basis with a regular schedule and commitment of time on and around the property. On average the time will be 40 hours per week with increased hours during the peak summer season while being offset with fewer hours during the off season.

This position requires strengths in interpersonal/communication skills for owner and employee relations, organization skills for management of projects, vendors and property maintenance activities and work schedules. Financial skills include the use of QuickBooks for bookkeeping and recording of financial transactions as well as cash flow statements and line item reports as compared to budget. The position is responsible for determining and finalizing an effective/realistic budget for the proper operation and preservation of the physical site and owners' investment. The position is accountable to the Board and owners with a reporting relationship to the President of the Association.

A. Maintenance and Capital Improvements

- Assure property in first class condition and appearance.
- Inspect daily (walk-around) and assess the condition of Association property.
- Schedule and supervise the daily housekeeping, cleanliness, and appearance of the property.
- Schedule and supervise daily maintenance and repairs of Association property as well as coordinate maintenance issues/needs with individual owners.
- Coordinate and assist "hands-on" with routine/minor items without need of a contractor.
- Evaluate and forecast maintenance equipment and capital needs for budgeting (short term and long term).
- Assist with the bidding and selection process of contractors and vendors.
- Supervise all contracted labor and verify they are fully licensed and insured.
- Assist with and supervise capital improvement projects.
- Maintain and update annually the Reserves Maintenance Schedule.
- Monitor construction lien requirements.
- *Coordinate with Rental Manager on relevant issues.*

B. Employee Management

- *Coordinate with Rental Manager on relevant issues.*
- Manage staff schedules (maintain a written schedule) for proper coverage and completion of assigned duties. Schedules are to be extended for peak time coverage on

all summer Holidays and Holiday weekends. Peak Season coverage is 7 days a week from March 1st to April 30th, Memorial Day Weekend to Labor Day Weekend, and the first two weeks of January.

- Evaluate employee effectiveness and processes.
- Manage and supervise all employee activity and approve all timesheets on a weekly basis. Discuss and coordinate all staff performance issues and corrective actions.
- Evaluate appropriate utilization of staff member skill levels, qualifications and job preference.
- Closely coordinate with Association Board members on staffing needs. Hire/fire upon prior Board approval.

C. Owner and Board Relations

- Attend all Board meetings and post proper notice.
- Collect and submit monthly owner requests, inquiries, suggestions, and other relevant communications.
- Prepare and submit monthly report to Board in agreed format.
- Monitor and enforce security of property, e.g. general access to property, common areas, parking, trespassing etc.
- Monitor and discuss owner needs and concerns as a respected liaison representing their interests.
- Communicate regularly with owners and use appropriate discretion when discussing rules and policies with owners.
- Enforce the Condominium Documents, rules and policies of the Sandpiper.
- Recommend adjustments to Condominium Documents, rules and policies.
- Prepare documents for Annual Meeting and election procedures.
- Conduct approval process with Board for sale of condo units.
- Coordinate with Rental Manager on relevant issues

D. Financial Reporting/Budget

- Collect and record monthly Association dues from owners and minimize past due accounts.
- Record and track separately, operating expenses from Reserves projects and expenses.
- Prepare and discuss cash flow statements on the 1st and 15th of every month.
- Use QuickBooks for recording and bookkeeping of Sandpiper transactions.
- Provide accounts payable report. Upon approval, process and distribute checks on the 5th and 20th of each month.
- Advise, consult, and obtain Board input/approval on all transactions in excess of \$250.
- Provide financial data as requested with appropriate Board approval.
- Assist Board in the development and preparation of Association Annual budget.
- Assist Board with reserve fund planning.

E. Insurance and Compliance

- Make annual corporate filings for Association.
- Coordinate with Rental Manager for necessary documentation.
- Maintain all Sandpiper records in updated and organized manner.
- Assist in obtaining insurance quotes and/or insurance renewal process.

- Coordinate needed property appraisals resulting from insurance renewals and/or reserve fund planning.