

SANDPIPER OWNERS ASSOCIATION, INC.
MINUTES OF ANNUAL MEETING OF OWNERS

November 7, 2020

The 2020 Annual Meeting of Owners of Sandpiper Owners Association, Inc. took place on Saturday, November 7, 2020, at the 7th floor recreation room of the condominium.

1. Meeting Called to Order.

The meeting was called to order by President Scott Johnson at 9:30 a.m. Scott welcomed the Owners in attendance. Scott confirmed we would be following Covid safety protocols for the meeting, including wearing facemasks and social distancing.

2. Certified Quorum.

A quorum of the required Owners was certified to conduct the meeting, with at least 43 Owners in attendance either in person or proxy.

3. Proof of the Annual Membership Meeting.

Proof of the notice of the meeting was certified by Scott as being properly sent and posted.

4. All Minutes from Prior Meetings.

2019 annual meeting and Board budget meeting minutes, and all Board meeting minutes since then, were previously approved and distributed to Owners. No further approval was required.

5. Introduction of Owners and Staff.

Scott first introduced staff in attendance, including Diane Fitzgerald, Sandpiper's property manager, who has been led the Sandpiper property management team since May 2019; Silvia Isele, who manages the office and assists with the rental program; Kenny Futch, our newest member of the grounds and maintenance staff, who has joined Christine Johnson (not in attendance) to provide comprehensive maintenance coverage 7 days a week; and Diane Moreno who is entering her 16th year as Sandpiper onsite rental agent and broker for those owners participating in the rental program and wanting to utilize her brokerage services. Each member of the Sandpiper staff was thanked for their service and commitment to the Sandpiper Owners and for assisting in setting up the room for this meeting. Following the staff introduction, all Owners present at the meeting introduced themselves.

6. Recognize Owners Who Passed Away Since 2019 Meeting.

Herb Hillabrand was recognized as an Owner who passed away since our last annual meeting.

7. Introduction of New Owners.

Scott recognized and welcomed new Owners at Sandpiper since the 2019 Annual Meeting, being Jeanne Atkinson (unit 601), Craig and Susan Curtis (404) and Curt and Stacie Upright (614).

8. Election of Board of Directors for balance of 2020 and for 2021.

One of the primary purposes of this meeting is to elect the Directors for the balance of 2020 and until the next annual meeting in 2021. Scott first recognized the current officers and directors who have served this past year and whose Board terms continue: Scott Johnson, President; Terry Hadley, Vice-president; Henry Besten, Treasurer; Rhonda Pearlman, Secretary;

Diane Browning; Ruth Delaporte; and Kenny Schwartz. Four current Directors have terms expiring at this annual meeting: Bucky Hurt, David Kaczmarek, Tiffany Lytle, and David Satcher. David Satcher had advised that he would be stepping off the Board at this meeting. That means we have 4 vacancies on the Board to fill 3 year terms. Based on Owners advising of their interest to run for one of the 4 available Board positions for a 3 year term, those running were: current Directors Bucky Hurt, David Kaczmarek and Tiffany Lytle; and Owners Kim Boone, Alexis Bristol and Steve Selznick. With 6 candidates to fill the 4 positions, an election was necessary. Based on ballots previously sent to all Owners and received for this meeting, the balloting process was declared closed. An approximate 20 minute meeting recess was then taken for the votes to be counted privately in the side room. Diane Fitzgerald oversaw the counting performed by Owners Randy and Pat Robertson, and Ronnie and Pam Faircloth. With all votes then counted, Scott declared that the 4 new Board members receiving the most votes to serve 3 year terms were Kim Boone, Alexis Bristol, Tiffany Lytle and Steve Selznick. The new Board members will begin their term at the first Board meeting to be held following the close of this annual meeting. Scott thanked Bucky Hurt and David Kaczmarek, along with David Satcher, for their past Board service. The result of the election means that the Association will have in place for this next year the full number of 11 Board members allowed.

9. Treasurer's Report - Henry Besten

Scott first introduced an overview of topics to be discussed during the Treasurer's Report, including the process that Diane, Henry and Scott first followed, and then the Board, to prepare and approve at the September Board meeting the proposed 2021 operating budget and reserve schedule, which had then been provided to the Owners in advance to discuss at this meeting. Treasurer Henry Besten thereafter provided his oral report to the Owners.

Henry first addressed the 2020 financials to date, which are all in order.

He then provided information that was considered for the preparation of the proposed 2021 operating budget and reserve schedule, copies of which had previously been distributed to all Owners in advance of this meeting. The discussion included the factors considered by the Board in proposing that the 2021 monthly maintenance fee be increased on January 1, 2021, from \$650 to \$714 (including due to increase costs for insurance, personnel and elevator maintenance, as well as wanting to maintain an adequate reserve contribution for our capital project needs). Questions of Owners were then answered. Scott reminded the Owners that official adoption of the proposed budget and reserve schedule is considered by the Board at a meeting immediately following this annual meeting. Scott also thanked Diane and Henry for their efforts in preparing the proposed budget and reserve schedule for presentation to the Owners.

Discussion then took place regarding the Board's recommendation to Owners to waive the annual CPA audit of 2020 year-end financial statements, and instead, have the CPA perform an independent review. The Board believes we have sufficient financial checks and balances in place where an audit would not be necessary this year. This will save the Association approximately \$3-5,000. Upon motion made and seconded, and after discussion, Owners' voted and the required majority approved the waiver of the audit of the 2020 year-end financial statements, to instead have the CPA prepare an independent review.

10. Manager's Report - Diane Fitzgerald (report attached)

Diane Fitzgerald, property manager, provided her written report to all Owners at the meeting, copy attached. Diane summarized her written report, including of recently completed projects, and ongoing projects scheduled or to be scheduled as listed in the report. Diane expressed her appreciation for how much she enjoyed working with the entire staff, which she considers a great team.

11. Rental Report - Diane Moreno (report attached)

Diane Moreno, our on-site rental manager and broker, provided a written report of rental information to date (copy attached), from which she provided an oral report. Diane explained that it has been a challenging year due to Covid, and that Covid protocols for the rental program will continue. Approximately 45 Owners participate in the rental program. Any Owners with questions about the rental program should always feel free to contact Diane directly.

12. Old Business

1. Scott provided an update on Covid protocols which are in place for our property, including property sanitation and office procedures. To date there have been no reported Covid issues with Sandpiper as the source.
2. Inspection of water fixtures in each unit to check for leaks or potential leaks: This proposed program that had last year been approved by the Board was postponed from late last year due to other ongoing or pending projects, and has been deferred in 2020 due to Covid issues. Management will continue to re-assess to proceed at the most appropriate time. Management will provide information to any Owner who wants to proceed with such inspections of their unit now.

13. New Business

Scott reviewed the process for the Board developing a survey to be sent to Owners regarding the topic of security. The survey responses will allow the Board to understand the Owners' opinions on security, including whether security is an issue; if so, what the issues are; and if so, the best way for the Board to address the issues. The responses will assist the Board to review the measures currently in place and the prospective options available to develop a comprehensive property security plan for Sandpiper. The survey will be sent out soon.

14. Meeting adjourned

There being no further business to come before the meeting, it was adjourned at 11:30 AM.

Rhonda K. Pearlman

Rhonda K Pearlman, Secretary

Date: 11/15/2020

MANAGER'S REPORT - DIANE FITZGERALD

SANDPIPER ANNUAL MEETING -- NOVEMBER 7, 2020

RECENTLY COMPLETED PROJECTS

1. The garbage chute project was completed several months ago on the north and south stack. The middle garbage chute did not have to be replaced at this time, but there is a line item in the reserve budget for future replacement.
2. We entered into a new contract with Kone Elevator, discontinuing Oracle. After researching several companies, we determined Kone offered us the best proposal, with excellent management and technicians. We look forward to having our elevators running efficiently going forward.
3. We reconfigured 4 access gates to comply with Fire Marshal requirements
4. We installed a new security fence on top of the south boundary wall of our property to prevent trespassers from accessing our property by climbing over the wall. North wall situation is different, and including based on comments from owners at north end, we did not install fencing on north wall.
5. We ordered and received new pool furniture and increased the number of umbrellas.
6. We rehabbed all steel doors on the property, including painting or replacement, some Association related, and some owner related.
7. A new fire alarm system has been installed as required, and we will complete the yearly inspection by checking all the communications in our units to our fire panel.

PROPOSED FALL PROJECTS

- Pressure wash all walkways and stairwells
- Clean all pool furniture and umbrellas
- Paint white curbs around parking lot
- Caulk and paint edge around pool
- Painting balcony railings, to determine who performs work, cost and when

- Repair/replacement of unit number signage next to front doors

COVID 19

It's been a challenging year due to the pandemic. I want to thank the Board and owners for their consideration of our staff, and supporting the safety protocols we put in place. We installed plexiglass in the office, require masks to be worn in the office and disinfect all counters and door handles frequently. I want to thank Kenny and Christine for the great job of executing our protocols, including disinfecting all elevator knobs, door handles, pool furniture and stair railings frequently and cleaning the restrooms numerous times a day. Diane Moreno implemented a program for the rentals, including that all renters complete a questionnaire and return it several days before they check in so Diane M can address any issues raised by answers to the questionnaire; and also instructing all cleaners how to disinfect units after check-out. By working together we have managed to keep our staff, owners and guests as safe as possible during this unprecedented time.

SECURITY

The Board has formed a committee working with me to prepare a survey questionnaire to send to all owners and get their feedback and suggestions for security to our property, including addressing the issue of trespasser access to our property from both the parking lot and beach. Since last summer I have been keeping a log of trespassing incidents to determine who they are, where they come from, and how they accessed our property. After we receive the owner survey back, we will have a consensus from the owners as to whether they believe we have a security issue, and if so, how they feel such issue should be addressed, including for Board consideration.

Please contact me in the office or by phone if anything you would like to discuss at any time.

Respectfully submitted,

Diane Fitzgerald, CAM

SOUTH BEACH RESORT PROPERTIES, LLC

SANDPIPER RENTAL PROGRAM

RENTAL REPORT NOVEMBER 2020

Sandpiper Marketing Expenses by Category		
	2019	2020
	Jan-Dec	*Jan-Oct
Barefoot Software	\$3000.00	\$3,000.00
Home away/VRBO	\$1,996.00	\$746.50
New Smyrna Visitors Center	\$535.00	\$
Office Supplies	\$1,956.37	\$1,086.42
Sandpiper Web site		\$5,868.48
Sandpiper Website/Google Ad	\$4,147.53	\$918.00
Virtual Tours	\$2,880.00	\$2,895.00
Marketing/Towels/Gift Baskets	\$1,881.90	\$1,431.13
Chamber Of Commerce Advertising	\$340.00	\$340.00
Office Rent	\$11,400.00	\$10,500.00
Admin	\$17,514.00	\$15,641.00
Credit Card Fees	\$32,665.23	\$23,450.47
Banner Advertising/Google 360	\$535.00	\$
Totals	\$78,851.00	\$65,877.00

Thank you,

Diane Moreno

Broker

South Beach Resort Properties, LLC

386 689 0160

SOUTH BEACH RESORT PROPERTIES, LLC

SANDPIPER RENTAL PROGRAM

RENTAL REPORT NOVEMBER 2020

Month	2019		2020	
	Rental Income	Commission	Rental Income	Commission
January	\$138,489.29	\$20,773.39	\$137,595.00	\$20,639.25
February	\$172,705.00	\$25,905.75	\$195,821.67	\$29,373.25
March	\$173,365.00	\$26,004.75	\$194,518.80	\$29,177.82
April	\$113,265.00	\$16,989.75	\$51,676.66	\$7,751.50
May	\$48,064.00	\$7,209.60	\$60,980.00	\$9,147.00
June	\$150,393.00	\$22,558.95	\$157,700.00	\$23,655.00
July	\$267,100.00	\$40,065.00	\$212,500.00	\$31,875.00
August	\$63,100.00	\$9,465.00	\$42,900.00	\$6,435.00
September	\$43,600.00	\$6,540.00	\$39,747.14	\$5,662.07
October	\$4,457.14	\$668.57	\$12,000.00	\$1,800.00
November	\$30,200.00	\$4,530.00	\$	\$
December	\$10,788.13	\$1,618.22	\$	\$
Totals	\$1,215,526.56	\$182,238.98	\$1,105,439.27 est	\$165,815.90est

Sales

614 \$807,000 June 2020

111 \$785,000 July 2020

601 \$1,335,000.00 August 2020

404 \$785,000 September 2020

114 \$985,000 September 2020