Tortuga Club Inc.

Board of Directors' Meeting

June 12, 2024

Approved

- Meeting called to Order at 6:35 PM
- None were present in room, 42 on Zoom (Meeting was only Zoom due to storm)
- Roll Call: (P =Present, C = Conference Call, A = Absent, Z= ZOOM)

  President Karen Smith = Z, Vice President Fred Booth = Z, Secretary Peter Mellow = Z, Treasurer Janice Watson = Z, Director DiDomenico = Z, Director Julie Amato = Z
- With 6 members present, a quorum was confirmed.
- Chairman Smith confirmed that a proper meeting notice was posted for the Board meeting.
- Chairman Smith asked for a motion to waive the reading of the minutes for May 8, 2024.

  Motion was made by VP Booth to waive the reading of the minutes. 2nd by Director Amato, Vote to waive the reading was unanimous. Motion passed.
- **President's Report – President Smith**
  - Pool will need to remain closed until the end of August. No longer can use Turtle Bay pool but can use Island Reef bay side pool. Reminder that we are guests so don't bring large number of people.
  - President Smith attended a Fair Housing Act seminar. Two things she wanted to mention that came out of that seminar.
    - When you own in a condominium you give away some private rights that you would have if you own your own private home. Expectations need to be adjusted to living in a condominium.
    - When it comes to emotional support or service animals, the same law applies to guests or family members that come to visit. And they must show the same legal documents before they come to the property and make sure they are on file in the office.

- Jodi and Dale are very busy with the roofing and building projects that are going on. There are issues that come up that need to be dealt with as additional issue are uncovered. Please be patient with them as these projects are in addition to the regular day to day duties they have. Thank Jodi and Dale for going above and beyond to keep things running.
- July 4th is coming. We will hire the same security company. They will be given the names of people allowed in. As parking is tight, and you are expecting a lot of guests, please consider carpooling.

Committee Reports

- **Landscape – Doug Smith**
  - Made decision to not cut grass in courtyard due to equipment. This will save $300 -$600 per month.
  - Seagrape trimming will be early September.

- **Building Committee – Doug Smith**
  - Building restoration. No major issues since last meeting. Just in remediation stage with what has been found. Engineering reports are posted within a few days of receipt of the reports that also include photos.
  - Some slow down on roof due to weather but the building work has been progressing some as they have protected work they can still do.
  - **Pool Ceiling – Jodi Sondergaard**
  - RL James has a process for removing the paint and coating on the pool ceiling. And then using an epoxy paint to seal and cover the ceiling. The ceiling will look like the garage ceiling.
  - It will take about 30 days to do the work. RL James will have a dedicated crew for the ceiling.
  - RL James provided the quote of $38,047.20.
  - Quotes were also obtained for new lighting by three electrical contractors. Badger Bob's, Owens Electric and Ace Electric. Owens did not provide a quote.
  - Badger Bob's quoted for 4800 lumens $4,736.
  - Ace Electric quoted for 4489 lumens $5,204.
  - Treasurer Watson pointed out that this shift in the way we are doing the ceiling will save a little over $30,000.
  - **VP Booth made a motion to award the contract to RL James for the stripping and painting of the pool ceiling and that we award the contract for electrical to Badger Bob's for a total of $42,785.20. Secretary Mellow seconded the motion. All were in favor. Motion passed.**

Tortuga Club Inc.

- **Treasurer's Report – Janice Watson**
  - As of June 12, 2024:TOTAL ALL Banks net $1239.8k (less outstanding loan of $202.7k)
    - Cadence - Operating = $222.6k
    - Cadence - Reserves (Regular) = $211.5k
    - Total Cadence funds onhand = $434.1k
    - Cadence Operating Loan outstanding = $202.7k (paying $8.8k on the 19th of month until May'26 @ 3.7% int)
  - April financials were posted to website.
  - 2023 audit was completed in April and ready for review. Once reviewed it can be released.
  - Condominium Owner Association fees; all owners have paid in full for q2 (due April 1st) (+ 7 have prepaid Q3 and Q4)
  - $5 million Special Assessment; all owners have paid in full for May15th DUES; plus $505K is PREPAID -
  - At each of our meetings we have discussed the need for additional funds for the major projects we have going on based on the additional findings by the contractors and engineering.

- **New Business**
  - **Special Assessment Requirements – Janice Watson**
    - Expectation last year was that the $5 million dollars would be more than enough to cover the cost of the building restoration and roofing projects. Since that time we have found that both the roof and building have required much more than was anticipated.
    - We have had many change orders due to these unanticipated issues that were found both with the roof and building projects. The change orders are approved by us and become part of the contracts.
    - The contractors have provided their best estimates as to what the actual costs will be for these change orders. Actual cost will not be known until the work is complete.
    - We need those estimates for our planning purposes as to the timing of payments to contractors and timing of when owners are making their payments on the assessment so we can determine when and if we will have enough to cover the invoices submitted by the contractors.
    - We have been invoiced and paid for some of the contracted work from both contractors. **But we know we will not have enough to pay for all that we will owe**.
    - **Adding all change orders plus original contracted amount equals $6.5 million. That leaves us short $1.5 million.**
    - Where will the money come from?
      - We are collecting the original $5 million, with two more installments to go in August and November.

- We have money in regular reserves that we don't have an impending need for. Mostly it is there for replacing cast iron pipes and A/C lines as needed.
- That regular reserve money ($250,000) can be moved to the special projects reserve to help pay the additional costs. But we will still need an additional assessment to "True up" our funds to pay for the added costs.

- Treasurer Watson is proposing an assessment of $1.4 million dollars leaving roughly $85,000 over what is estimated to be needed.
- (See the slides at the end of minutes for details on what the cost is for each unit type.)
- There was discussion about the walkway sealing which is an additional change order as it was not in the original quote because the amount of concrete restoration on walkways was not anticipated.
- VP Booth also asked about the colors offered in the sealant as he didn't think they fit well. Doug explained that the choices were limited. President Smith said we would discuss color at a later time.
- Treasurer Watson explained that we need to collect this money in July as the contractors will begin submitting invoices that currently we won't be able to pay without this assessment.
- **President Smith made a motion to have a True-up assessment of $1.4 million to be paid by July 15. Second Secretary Mellow. Roll call vote: President Smith yes, Director DiDomenico yes, VP Booth Yes, Director Amato yes, Secretary Mellow yes, Treasurer Watson yes. Motion passed.**
- Casey management will send through the USPS to each owner a coupon indicating amount owed as well as a self addressed stamped envelope for the payment. All payments are to be by check. Don't use bank bill payer or ACH or hand delivery.

- **House Bill 1021 – President Smith**
  - There are many aspects to this law but it's a law that modifies the way condominium associations governance is done.
  - Everything will be done by email so it can be tracked.
  - Board members will need to take 4 hours of training and then a review course yearly after that. They will need to provide proof that they attended the training and it needs to be posted. They will also need to register with the corporate transparency act with the state.
  - Managers will need to take continuing education training.
  - Need a website. Must keep documents on that website. Bids and invoices must be located there as well.
  - Rules about hurricane shutters have been added as they are known to cause degradation of cement. Engineer needs to provide specifications for shutters and ensure they are installed properly. And maintained yearly.
  - We can vote to put off full funding reserves for another year. We will discuss that at another time.
- **IT Software Upgrades for Office – Jodi, President Smith**
  - The office computer is old and slow and needs upgrade.

- Jade Cohen is from a company, NextGen. He has been in Sarasota most of his life and is quite capable of managing and installing IT systems. He has been in to look at and evaluate our systems. He has made a recommendation for the two systems in the office including the transfer of the data from old systems to the new.
- Jodi has worked with Jade for 5 years and she highly recommends him to service our IT needs.
- **VP Booth made a motion to award the contract to NextGen for the installation of two new computer systems for the price of $4,267. Director Amato seconded the motion. All were in favor. Motion passed.**

- **Expansion of rule #13 for loud Noise – President Smith**
    - There have been some issues with laundry being done late at night and the sound really carries.
    - The thought was to add to this rule that doing laundry between certain hours would not be allowed in your unit.
    - Treasurer Watson said that we have rule #12 relating to laundry and the hours for that but it was for the common laundry rooms.
    - Secretary Mellow said that we had talked about changing rule #12 to also include individual units as well.
    - **Secretary Mellow made a motion that rule #12 be amended to the following; "Laundry can only be washed or dried in the common laundry rooms or individual units from 8 AM to 9 PM". Seconded by Director Amato. Five in favor, one opposed. Motion passed.**
- **Beach access enforcement – Director DiDomenico**
    - Looking at limiting access to the beach over Tortuga property from public.
    - Looking into putting up gates with locking access.
    - Attorney stated that as long as we didn't limit access to those who have a right of way we are within our rights to put up the gate.
    - Would require some additional plantings on B building walkway to stop people from walking around the gate.
    - Location proposed is just past the showers on both sides. Needs to be sure the gate is on Tortuga property.
    - Discussed the locking mechanism. Further discussion on the locking mechanism.
    - We are also looking at what costs we can capture to charge Turtle Bay the 1/3 beach access costs they are required to pay. They would pay 1/3 the cost of the gates.
    - Some discussion about making sure EMS can get through the gate.
- **Boat Dock Application Update – President Smith**
    - Turtle Bay has agreed to the changes on our boat dock rules.
    - We are taking applications so that is moving forward.

- **Owner Comments and Remarks**
    - Mike W discussed some cracks in his ceiling. Wanted board to be aware.
    - Doug made a statement about how owners who are directing their frustration with the project at Jodi. He would like those owners to direct them to him or Fred Booth and NOT at Jodi.
- **Motion to Adjourn at 8:30 PM by Secretary Mellow. 2nd by Director DiDomenico.**

  Motion passed unanimously.
- **Next Board Meeting will be on July 10, 2024 at 6:30 PM**

Respectfully submitted,

Peter Mellow, Secretary

Note: These Minutes are summary in nature and provide a quick reference of the topics discussed at the meeting. A full video recording of the meeting is available on the website at www.tortugabeach.org/current-minutes and can be downloaded for your listening pleasure by referencing the meeting by date.

TORTUGA CLUB

SPECIAL RESERVE PROJECTS

2023-2024

UPDATED – June 12th, 2024 Board mtg

PROJECTS - SUMMARY

	TB DOCKS	ROOF	BLDG RESTORE	ENGINEERING	ADD'L COUNTY INSPECTIONS	POOL CEILING	WINDOWS	TOTAL
Original Project Budget	**85,000**	**3,387,833**	**463,000**	**72,000**	**0**	**80,000**	**51,000**	**4,138,833**
Assigned Contingency	8,500	360,000	50,000	7,200		5,630		431,330
	93,500	3,747,833	513,000	79,200	0	85,630	51,000	4,570,163
Prepaid deposit - windows							**-25,182**	**-25,182**
Un-Assigned Contingency		455,019						455,019
TOTAL BUDGET COST	**93,500**	**4,202,852**	**513,000**	**79,200**	**0**	**85,630**	**25,818**	**5,000,000**
Original Contract / Estimate	**85,000**	**3,387,833**	**463,000**	**72,000**	**0**	48,983	**50,364**	**4,107,180**
ROOF Change Orders 1-16 to Jun 4		921,734						921,734
BLDG - estimate for B&A bldgs add'l stucco			300,000					300,000
ROOF estimates for A Bldg(incl skylights)		135,000						135,000
BLDG Add'n per Revised Contract			280,822					280,822
DOCK Change Orders,etc(final)	8,730							8,730
PROJ MGMT Contract ext+Bldg				179,125				179,125
BLDG - shoring costs			6,150					6,150
BLDG add'l mockup invoice			11,974					11,974
BLDG - Badger B electical-C walkways			1,540					1,540
BLDG - add'l - sealing walkways-est 6/8(SIKA)			288,190					288,190
BLDG Change Orders 1-14 to May 24			314,866					314,866
BLDG - remove/store/repl pool door (A bldg)			1,380					1,380
PROJ MGMT Add'l inspect per Cty Feb-Jul?					7,200			7,200
WINDOWS - Pd dep Jul 23 $25k, bal							272	272
MISC (USPS)		608						608
TOTAL ACTUAL SPEND	***93,730***	***4,445,175***	***1,667,922***	***251,125***	***7,200***	***48,983***	***50,636***	**6,564,771**
ACTUAL SPEND OVER/(UNDER) BUDGET	**230**	**242,323**	**1,154,922**	**171,925**	**7,200**	**-36,647**	**24,818**	**1,564,771**

Tortuga Club Inc.

CHANGE ORDERS & ESTIMATES

R.L. JAMES		**MCENANY**		
Orig budget based on loi, NOT CONTRACT(signed Dec23)				
painting Alt #1	365,000			
bal - bldg struct rehab	378,822	**Approved**		
280,822	743,822	**Change Orders:**		**75% due compl + 30, bal @ project end - Oct'24?**
T&M walkway mockup	11,974	**178,736**		**CO # 1 adj 11/28/23 (Bldg B, roof section D, trusses)**
shoring rentals(not incl contr)	6,150	**35,251**		**CO # 2 11/30/23 (Bldg B, roof section C, trusses)**
Approved Change Orders:		**69,990**		**CO # 3 12/7/23 (Bldg B, roof section E, trusses)**
CO #1 concrete slab edge, lift rental	**34,757**	**35,251**		**CO # 4 12/26/23 (Bldg C, roof section C, trusses)**
CO # 2 T&M in&out 100B	**11,306**	**31,455**		**CO # 5 2/5/24 (Bldgs B&C, roof section E, beam repl, trusses)**
CO # 3 lift rental	**8,500**	**178,736**		**CO # 6 2/5/24 (Bldg C, roof section D, trusses)**
CO # 4 - A windows(202,302)	**11,306**	**59,665**		**CO # 7 2/12/24 (Bldg B, plywood & concrete repair)**
CO # 5 - lift rental x 2	**17,000**	**16,062**		**CO # 8 2/15/24 (Bldg B, scope chg, as-built cond /=drawings)**
CO # 6 - 2nd fl C end deck repl	**42,870**	**16,092**		**CO # 9 3/12/24 (Bldg C, scope chg-mismatched as-built)**
CO # 7 - add'l stucco repairs	**32,446**	**184,297**		**CO # 10 3/12/24 (Bldg A, section D truss repairs)**
CO # 8 - pool doors, frames, etc	**28,244**	**36,348**		**CO # 11 3/12/24 (Bldg C, section E, new trusses & repairs)**
CO # 9 - parapet/dowel repairs C	**31,350**	**5,474**		**CO # 12 4/28/24 (BldgC, 3 skylights, new curbs)**
CO # 10 - stucco/slab edge rep C&A	**53,137**	**10,779**	858,135.18	**CO # 13 4/28/24 (Bldg B, 3 skylights, new curbs)**
CO # 11 - lift rental x 2	**17,000**	10,000		**Esimate - CO # (Bldg A - 2 skylights, new curbs)**
CO # 12 - pool column shoring,etc	**2,250**	125,000		**Esimate - CO # (Bldg A - roof repairs beynd scope)**
CO # 13 - 204C/304C sliders, 104A ten	**17,400**	32,249		**CO # 14 - 6/24 (Bldg C - LWIC concrete)**
CO # 14 - 404C sliders & temp wall	**7,300**	31,350		**CO # 15 - 6/24 (Bldg C - add'l plywood)**
est-walkway sealing (per RLJ)	**288,190**			
estimate -add'l stucco repairs B&A	**300,000**			
	1,665,002			
TERMS: Contract Sum due 30 days > 'Appl for Pmt Date'				
total excl add'ls= contract+COs	**1,058,688**	**1,056,734**	Total COs & Estimates	
NET ESTIMATES - various	**588,190**	569	Misc	
NET CHANGEORDERS TO 5/24	**314,866**	3,387,833	Orig cont	
		4,445,136		

CASHFLOW - SUMMARY

Payment Timing Basis ====>		Est per Quote	Final Inv Rec'd	Est per Contract		Est per Contract	Est per Contract	Est per Contract	Contracted	pmt split 75%/25%		Contracted	American Momentum Bank (AMB)			
		Pmts	Pmts	Pmts	Pmts	Pmts	Pmts	Pmts	Progress Pmts	Change Order Pmts		Material Pmts	CASH OUT	CASH IN	CASH AVAIL	
VENDOR		RLJames, etc	Turtle Bay	Absolute	BadBob, D&D	SSEC	Dynamic	R L James	McEnany	McEnany		McEnany	Net payments	from Spec Ass	@month-end	
													to Spec Vendors	$1m per qtr (Feb		
PROJECT		POOL CEILING	TB DOCKS	WINDOWS	BLDG - add'l	CTY INSPECT	ENG/PROJ MGMT	BLDG	ROOF	ROOF		ROOF	BY MONTH	May, Aug, Nov)		
													Pd in advance < 11/15	**892,000**		
													Pd ACH 11/15	**562,000**		
													Pd chq 11/16-12/18	**55,000**		
				25,182				1,865	569				27,616			
Month	**Year**															
November	2023						9,000	615	146,739			253,750	410,104	1,509,000	1,071,280	Nov'23
December	2023						13,750		146,739				160,489	14,000	924,791	Dec
January	2024						11,000	13,204	146,739	78,931	2,3	532,500	782,374	38,000	180,417	Jan'24
														161,100	341,517	
February	2024		93,730				14,625	615	146,739				255,709	848,000	933,808	Feb
March	2024						29,000	189,391	146,739			153,750	518,880	0	414,928	Mar
April	2024			25,454		2,400	25,250	96,168	146,739			100,000	396,011	331,000	349,917	Apr
May	2024					1,200	22,000	104,635	146,739				274,574	765,236	840,579	May
														-161,100	679,479	
June	2024				1,540	1,200	27,500	167,580	146,739	134,052	1		478,612	200,000	400,868	Jun
July	2024	48,983			1,380	1,200	22,000	167,580	146,739	26,438	4		414,324	50,000	36,543	Jul
August	2024					1,200	22,000	167,580	146,739	157,643	5,6		495,162	713,000	254,381	Aug
September	2024						22,000	167,580	146,739	44,748	7		381,074		-126,693	Sep
October	2024						11,000		146,739	12,047	8		169,794	50,000	-246,486	Oct
November	2024						11,000	288,190	146,739	12,069	9		458,007	732,000	27,507	Nov
December	2024						11000	300,000	146,739	138,223	10		595,972		-568,465	Dec
January	2025								146,739	188,400	11-6		335,139		-903,604	Jan'25
February	2025								146,748	264,184	bal		410,931		-1,314,535	Feb
March	2025												0			Mar
		48,983	93,730	50,636	2,920	7,200	251,125	1,665,002	2,348,402	1,056,734		1,040,000	6,564,771	5,250,236		

SOURCES OF FUNDS - SUMMARY:

POSSIBLE SOURCES-ADD'L FUNDS:					
		'Regular' Reserves			
'Regular' Reserves, funds @ Cadence Bank	as/of Dec 31/23	116,614			
TRI from Ozark Bank on old acct closing	Jan 24	29,674			
Q1 2024 COA fees paid - Reserve portion	Jan 29	37,500			
Less: Payment for 3 new dryers	Feb	-4,724			
FUNDS AVAILABLE TO SHARE		179,064	<=bal per bank 3/31		
Q2 2024 COA fees paid - Reserve portion	Apr 30	37,500			
interest, Truist bank acct closed		9			CASH-IN RECONCILIATION
		216,573	<=bal per bank 4/30	Due Nov/23-collected	1,000,000
Less: Payment for COA castiron replacement (Fox)		-3,419		Due Feb/24-collected	1,000,000
Less: Payment for COA AC line replacement (Cool Today)		-5,075		Due May24-collected	1,000,000
		208,088	<=bal per bank 5/31	Due May24-o/s	0
close Centennial Bank Reserve account		3,070		Prepaid-collected	505,000
Transfer funds Cad-Res to AMB	DO < JUN M/E	-200,000		Due Aug24	738,000
Q3 2024 COA fees paid - Reserve portion	Jul 31	37,500		Due Nov24	757,000
		48,658	<=bal per bank 7/31	Collected - Spec Ass #1-5 - AMB	5,000,000
Q4 2024 COA fees paid - Reserve portion	Oct 31	37,500		TR Cad-Res to AMB	250,000
Transfer funds Cad-Res to AMB	DO < Oct M/E	-50,000			5,250,000
AVAILABLE REGULAR RESERVE EXPENSES ====>		36,158	<=bal per bank 10/31		
				net pmts out	-6,564,771
SHORT - ADD'L FUNDS REQ'D		1,564,771		net cash in	5,250,000
LESS: UTILIZATION OF REG RESERVE FUNDS AVAIL @ Cadence Bank		-250,000		SHORT	-1,314,771
	NEED =====>	1,314,771	<===== NEED		
				NET NEEDED ==>	-1,314,771
Optional: Gemstone Decorative Clear Finish - walkways		139,880	<= discuss @ bod mtg		
				SPEC ASSESSMENT 'true-up'	1,400,000
				CONTINGENCY - for unknowns	85,229

COST ALLOCATION BY UNIT TYPE

TYPE OF UNIT	BEDROOM/ BATHROOM	PERCENTAGE	NUMBER OF UNITS	$5,000,000 CURRENT SPECIAL ASSESSMENT TOTAL 2023-24 SPEC ASSESS	PMTS #1-5 2023-24 S.A Dues/pmt	$1,200,000 PROPOSED ONETIME ADD'L SPEC ASS	$1,300,000 PROPOSED ONETIME ADD'L SPEC ASS	$1,400,000 PROPOSED ONETIME ADD'L SPEC ASS	$1,500,000 PROPOSED ONETIME ADD'L SPEC ASS
A	1/1	0.8%	9	$40,000	$8,000	$9,600	$10,400	$11,200	$12,000
B	2/2	1.1%	30	$55,000	$11,000	$13,200	$14,300	$15,400	$16,500
C	2/2	1.4%	30	$70,000	$14,000	$16,800	$18,200	$19,600	$21,000
D	3/2.5	2.0%	5	$100,000	$20,000	$24,000	$26,000	$28,000	$30,000
E	3/3	2.6%	3	$130,000	$26,000	$31,200	$33,800	$36,400	$39,000
penthouses			77	$5,000,000	$1,000,000	$1,200,000	$1,300,000	$1,400,000	$1,500,000
				collected 2023 to 2024: Nov 15th, Feb 15th, May15th, Aug 15th, Nov 15th; check or ACH		collected by Jul 31/24 check only	collected by Jul 31/24 check only	collected by Jul 31/24 check only	collected by Jul 31/24 check only