

**SANDPIPER TOWERS CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTOR’S MEETING
SPECIAL ASSESSMENT REQUIRING 14 DAY NOTICE
June 21, 2023 – Sandpiper Towers “Game Room”**

I. Opening:

- (a) The Treasurer, Delores Melton, called the meeting to order at
- (b) The Treasurer, Delores Melton, held the Roll Call.

Present (in person)	Present (via telephone)	Absent
Scott Feighner, President		
Rod Heck, Vice President		
Delores Melton, Treasurer		
Lorna Farley, Director		
Joyce Wooden, Director		

Delores Melton declared a quorum was present and the meeting was called to order at 11:04 am.

II. Proof of Notice of Meeting:

Delores Melton stated that notice of this meeting in accordance with Florida Statutes and Sandpiper Towers’ bylaws was posted in the lobby and provided to all owners on June 4, 2023.

Delores Melton read Meeting Rules:

- (a) Please raise your hand to speak and only speak on the current topic.
- (b) Please limit yourself to two minutes.
- (c) If you need to communicate with others, please step in the hallway.
- (d) Verbal abuse and disrespectfulness will not be tolerated.

Delores introduced the special guests’ panel:

Assistant Fire Marshal
Deputy Fire Chief
Brevard County Inspector
Fire Sprinkler Engineer, Nathan Hatcher

The floor was opened to owners attending in person. Questions were asked and answered accordingly. Questions were then taken from owners via zoom meeting. Answers were provided accordingly.

The special guests’ panel excused themselves from the meeting, and there was a ten-minute break provided.

III. Reading and Approval of Minutes:

Delores Melton read the minutes from the board of directors’ special assessment meeting on January 30, 2023. There being no changes to the minutes, Scott Feighner made a motion to approve the minutes as is, and the motion was seconded by Lorna Farley.

All in favor. Motion approved.

IV. New Business.

(a) Board of Directors Vote to Approve the “Sandpiper Board Advisory Committee”

This motion is being made to appoint the following members to the Sandpiper Towers Advisory Committee.

Steve Rajavouri

Laura Rajavouri

Lorna Farley

Delores Melton made a motion to appoint the three members to the “Sandpiper Towers Board Advisory Committee”. Motion was seconded by Rod Heck.

All in Favor. Motion Approved.

(b) Board of Directors Vote to Approve a “Finance Committee”

This motion is being made to appoint the following members to the Sandpiper Towers Landscaping Committee.

Jack Noonan

Joy Williams

Lorna Farley

Delores Melton made a motion to appoint the three members to the “Sandpiper Towers Landscaping Committee”. Motion was seconded by Scott Feighner.

All in Favor. Motion Approved.

(c) Board of Directors Vote to Approve a “Finance Committee”

This motion is being made to appoint the following members to the Sandpiper Towers Finance Committee.

Chris Williams

Evan Kamlet

Delores Melton Moles

Joyce Wooden made a motion to appoint the three members to the “Sandpiper Towers Finance Committee”. Motion was seconded by Lorna Farley.

All in Favor. Motion Approved.

V. Special Assessments

Fire Sprinkler System Special Assessment

- Scott Feighner made a motion to approve the Fire Sprinkler System Contract with Johnson Controls, Inc. in the amount of \$1,805,068.37. Motion seconded by Rod Heck.

All in Favor. Motion Approved.

- Scott Feighner made a motion for the Fire Sprinkler System project to be paid, as follows, by members of the association (owners). Motion seconded by Lorna Farley.

All in Favor. Motion Approved.

- Payment #1 in the amount of 20% of the total assessment per unit (detailed below).
- Payments #2 through #8 to be paid in seven, interest free, equal payment amounts (detailed below).
- Payment #1 to be due on August 1, 2023.
- Payments #2 through #8 to be due on or before the first of each of the following months:
 - September 1, 2023
 - October 1, 2023
 - November 1, 2023
 - December 1, 2023
 - January 1, 2024
 - February 1, 2024
 - March 1, 2024

Fire Sprinkler System: Base Bid Amount per Contract							
		Sprinkler System Base Bid Amount					
			1,805,068.37				
Assessment and Payment Analysis							
Units	Percentage based on Declarations	Per Unit Cost	Total for all Units	Payment #1 20% Down	Total Received on Payment #1 20% Down	Balance Remaining per Unit after 20% Down Payment	7 Payments per Unit
Effeciency	1.34994%	24,347.86	24,347.86	4,869.57	4,869.57	19,478.29	2,782.61
1 BR	1.47128%	26,538.61	398,079.15	5,307.72	79,615.83	21,230.89	3,032.98
2 BR	1.66101%	29,963.39	1,048,718.73	5,992.68	209,743.75	23,970.71	3,424.39
3 BR	1.85097%	33,392.26	333,922.64	6,678.45	66,784.53	26,713.81	3,816.26
	Totals:	114,242.13	1,805,068.37		361,013.67		
Reconciliation to above							
Effeciency		24,347.86	24,347.86				
1 BR		26,538.61	398,079.15				
2 BR		29,963.39	1,048,718.73				
3 BR		33,392.26	333,922.64				
			1,805,068.37				
Johnson Controls; Contract			1,505,165.00				
JCI; Sync Existing Fire System; includes Electrical			19,155.32				
Contract Sub-total			1,524,320.32				
15% Contract Contingency			228,648.05				
Total Contract Base Amount			1,752,968.37				
Engineer Invoice #2022-2388-01			26,550.00				
Pd Assessment for Invoice			-26,550.00				
Engineer Invoice #2022-2388-A1; Additional Bidding			2,100.00				
Additional Estimated Engineering Fees			50,000.00				
TOTAL			1,805,068.37				
				FIRE SPRINKLER SYSTEM CONTRACT BASE AMOUNT			
(a) Project will begin on September 1, 2023. Possibly sooner.							
(b) 20% Paid with Contract; Seven equal payments							
(c) 20% of entire Contract including contingency:			361,013.67				

CPA Financial Statements Audit for 2022 Special Assessment

- Delores Melton made the motion for a special assessment for a CPA Financial Statements Audit for 2022 in the amount of \$10,500.00 less the CPA Financial Statements Review amount in the 2023 Budget for \$1,500.00. Motion seconded by Joyce Wooden.

All in Favor. Motion Approved.

- Scott Feighner made a motion for the CPA Audit Special Assessment to be paid in full, as per the schedule following, on or before August 1, 2023.

All in Favor. Motion Approved.

Audit for 2022: Cost of \$10,500 less \$1,500 CPA Cost for Review = \$9,000 Assessment							
		2022 Audit Fee					
		Less CPA					
		Review Fee					
		9,000.00					
Assessment and Payment Analysis							
Units	Percentage based on Declarations	Per Unit Cost	Total for all Units				
Effeciency	1.34994%	120.51	120.51				
1 BR	1.47128%	132.34	1,985.03				
2 BR	1.66101%	149.41	5,229.39				
3 BR	1.85097%	166.51	1,665.07				
	Totals:	568.77	9,000.00				
Reconciliation to above							
Effeciency		120.51	120.51				
1 BR		132.34	1,985.03				
2 BR		149.41	5,229.39				
3 BR		166.51	1,665.07				
			9,000.00				
Full CPA Audit for 2022			10,500.00				
Less CPA Review for 2022			-1,500.00				
TOTAL			9,000.00	Total 24/7 Security from January - May, 2023			

Security 24/7 from January through May 2023 Special Assessment

- Joyce Wooden made a motion to approve the Special Assessment for 24/7 security since Hurricane Nicole in the amount of \$76,104.00. Motion seconded by Lorna Farley.

All in Favor. Motion Approved.

- Joyce Wooden made a motion to approve the Special Assessment for 24/7 security since Hurricane Nicole to be paid in full, on or before August 1, 2023.

All in Favor. Motion Approved.

Security 24/7 Special Assessment January - May 2023 (Actual Cost)			
		Security 24/7 Jan-May 2023	
76,104.00			
Assessment and Payment Analysis			
Units	Percentage based on Declarations	Per Unit Cost	Total for all Units
Effeciency	1.34994%	1,023.46	1,023.46
1 BR	1.47128%	1,118.95	16,784.29
2 BR	1.66101%	1,263.35	44,217.13
3 BR	1.85097%	1,407.91	14,079.12
	Totals:	4,813.67	76,104.00
Reconciliation to above			
Effeciency		1,023.46	1,023.46
1 BR		1,118.95	16,784.29
2 BR		1,263.35	44,217.13
3 BR		1,407.91	14,079.12
			76,104.00
January, 2023			15,624.00
February, 2023			14,112.00
March, 2023			15,624.00
April, 2023			15,120.00
May, 2023			15,624.00
TOTAL			76,104.00 Total 24/7 Security from January - May, 2023
Calculations per Invoice	Monthly Hours	\$21 per Hour	
January 30 Days	744	15,624.00	
February 28 Days	672	14,112.00	
March 31 Days	744	15,624.00	
April 30 Days	720	15,120.00	
May 31 Days	744	15,624.00	
		76,104.00	Reconciled

VI. Adjournment

Delores Melton stated there are no additional items on the agenda. There being no additional items, Lorna Farley made a motion to adjourn the meeting. Motion seconded by Joyce Wooden.

All in Favor. Motion approved. Meeting Adjourned at 1:29 pm

The foregoing minutes were read on _____, 2023, and signed in to record by:

_____ Date

Scott Feighner, President