

# **A P P R O V E D June 14, 2019**

**Carillon Beach Association  
115 Market Street – Suite 212  
Carillon Beach FL 32413**

## **Minutes of Board of Directors Meeting**

**May 21, 2019**

**Carillon Beach Meeting House  
407 Village Way  
Carillon Beach FL 32413**

**Call to order:** The meeting was called to order by Tom Clark, Board President, at 8:33 am.

- 1. Call of Roll, Establishment of Quorum** - Tom Clark, Rich Coad, Gary Smith & Steve Nail were present in the room and Peter Kircher was present by speakerphone. With all Board members present, a quorum was established.
- 2. Proof of Due Notice of Meeting** - R. Braniff presented notarized affirmation that the meeting Notice was posted according to Florida Statutes and Carillon Beach standards.
- 3. Approval of Minutes** – Meeting Minutes from March 29 BOD Meeting – Motion: R. Coad / Second: S. Nail / Vote: 5-0 in Favor
- 4. Officer, Staff & Areas of Focus Committee Reports:**
  - a) T. Clark – President’s Report (general comments)
  - b) P. Kircher – Treasurer’s Report (Peter mentioned a written report later in the week)
  - c) R. Coad – DRB/Construction (DRB Status and General State of Construction)
  - d) G. Smith – Flood Mitigation / Social Media (Gary gave a GE Map Update)
  - e) S. Nail – Landscaping / Social Events (Steve gave general reports on Landscaping, Homeowner Events upcoming)
- 5. General Manager Report** - R. Braniff gave reports on the following: a) Walkovers Maintenance b) Palm Tree Trimming c) Property Patrol d) Homeowner Compliance (Fence Audit) e) GE Annuals Landscaping Turn-Around f) Beach Flags Status g) Calendar Mishaps (Plan)
- 6. 367 Beachside Dr. / Demo Update** – R. Coad: Status is that homeowner is in the process of having her contractor approved with the DRB and will update us as final approval is met.
- 7. Event Sponsorship Program** – G. Smith reported that Sponsorship Program is still being worked out but that there will be the opportunity for expansion over this first “prototype” or “rollout” year.

- 8. Walkway Prototype** – G. Smith updated the Board on the progress and final make-up of the French Drain Prototype being installed in the alleyway that leads to Seahill.
- 9. Green Earth Turf Repair** – Steve Nail made a motion to have Green Earth to do a Turf Repair project on the Village Green in the amount of \$2,654.00, to be paid from the Carillon Beach Institute. Motion: S. Nail / Second: T. Clark / Vote: 4-0 in Favor (one board member P. Kircher had left meeting earlier)
- 10. Green Earth Re-Sanding of the Village Green** – R. Braniff presented an invoice from Green Earth to re-sand the Village Green due to our request to remove much of the sand due to a calendar mistake. Motion: S. Nail made a motion to pay the invoice of \$2,500.00 from the Carillon Beach Institute / Second: T. Clark / Vote: 4-0 in favor (one board member P. Kircher had left meeting earlier)
- 11. Green Earth Beachside Gardens Gravel Expansion** – R. Braniff presented a proposal to expand gravel beds at end of Beachside Gardens. Motion: G. Smith moved to ok this job, to be paid out of reserves at a cost of \$2,993.00 Second: P. Kircher Vote: 5-0 in favor
- 12. Pinnacle Port / Carillon Beach Traffic Officer** – G. Smith led a discussion about the need to continue the yearly practice of having a traffic officer on Saturdays in the busy season. After discussion, the board concurred no need to make a change this year. (13 weeks / 6 hour shifts / \$30 hr.)
- 13. Hurricane EAP / Working Document and Plans** – R. Braniff talked through the components of a working EAP for Carillon taken from other sources and experiences both before Hurricane Michael and after. This will be presented at an upcoming meeting, for Board review and implementation.
- 14. Beach Club Pool Furniture** – R. Braniff presented a change order that added a few pieces of already delivered furniture, that was verbally agreed upon, to the Beach Club Pool Furniture Project. Motion: R. Coad to ratify paying Bay Breeze Patio \$1,565.52, out of reserves for this invoice / Second: S. Nail / Vote: 4-0 in favor (one Board Member, P. Kircher had left meeting earlier)
- 15. Annual Meeting Date Change** – G. Smith presented a proposal to change the Carillon Beach Annual Meeting (and all related social activities) to an earlier time for 2020, to be held Saturday, May 2<sup>nd</sup>, 2020. Motion: G. Smith / Second: P. Kircher / Vote: 5-0 in favor
- 16. Ed's Beach Service Contract** – R. Braniff discussed the upcoming expiration of Ed's Beach Service Contract at the end of 2019. The Board agreed to do nothing at this time and to discuss further at a future meeting in 2019.
- 17. Beach Usage** – T. Clark led a discussion on a couple topics related to Beach Service Placement and Bonfires, specifically relating to Beach Front Homeowners. No decisions were made other than to seek legal opinion and then to draft a Bonfire Policy to be presented at an upcoming Board meeting in 2019.

**18. Carillon Roads Paving Project** – G. Smith updated the Board on all Revisions to Project. Motion: S. Nail to go with Option 3 with Final number and how to pay to be furnished and voted on at Next meeting / Second: T. Clark / Vote: 5-0 in favor

**19. Buchanan & Harper Contract** – G. Smith updated the Board as to the increased scope of work from our engineering firm and asked for a contract increase. Motion: G. Smith to increase contract amount with Buchanan Harper to \$36,000 / Second: P. Kircher / Vote: 5-0 in favor

**20. Annual Meeting / Town Hall Meeting** – T. Clark led a discussion about the presentations and flow of both the 2019 Town Hall and Annual Meetings

**21. Next Meeting Date** – Next Board of Directors Meeting was Scheduled for Friday, June 14<sup>th</sup> at 9:00am

**22. Meeting Adjournment** - Meeting was adjourned at 2:20 pm and Board went into Executive Session

**23. Executive Session (Minutes of Executive Session not to be published)**

- **Discussion about Compliance Officer Position** – R. Coad will draft a proposal about this position going forward, at an upcoming meeting
- **Downtown Development** – R. Coad gave an update on the valuation of the downtown area, and proposed adding \$4000 more towards appraisal. Motion: R. Coad / Second: S. Nail / Vote: 4-0 in favor (P. Kircher had left meeting earlier)
- **Executive Session ended at 3:10**