

# **TUSCANY BY THE SEA**

## **SPECIAL MEMBERS AND BOARD OF DIRECTORS MEETING**

**Proposed minutes of Tuscany by the Sea held on February 24, 2025**

**TIME: 11:00 AM**

**PLACE: Zoom Meeting**

The meeting was called to order at 11:01 a.m. on Monday, February 24, 2025.

A quorum was established and meeting notification was verified. Agenda was posted in advance.

Attendees: Bonnie Reitz, Brad Gable, Dick McIlhattan, Larry Stauffer, Pat Chetcuti, Tim Hendrix, and Mike Scheck.

Previous minutes for the Board Meeting on February 7, 2025 were tabled.

According to the Treasurer's Report, the Operating balance is \$215,006.87, and the Reserves balance is \$305,000.

Manager's Report:

- Tim presented the manager's report. The caps are ready, and Larry will pick them up today. Tim and Larry met to discuss the aesthetics for the south spa and will be coming up with some new design ideas. Tim met with Cut-Rite this morning, and they are working on lighting, which should be done by Wednesday. Tim will also be meeting with VSC tomorrow to discuss the fire alarm and sprinkler systems, and to get proposals from them to take over service from Piper and to fix a leaking pipe in the front stairwell.
- Bonnie mentioned an issue with her garage door not opening and suggested that the Association provide keys to homeowners for manual opening. She will work with Tim and Precision on finding a solution.

Janitorial Service Options: Tim suggested two potential options — Irene, who has worked at another property Tim manages — and Castles to Cottages. Brad also brought up the need for someone to coordinate with contractors, with Tim suggesting a lockbox for contractors. Bonnie suggested meeting with Tim to compare both options and bring a recommendation back to the Board.

Elevator Modernization and Maintenance: Amy Gill provided the scope for the modernization and maintenance. Tim, Mike and Dick reviewed it and made some changes, which Amy will finalize before providing the final scope. The Board-approved scope will then be sent out to five bidders, giving them two weeks for site visits and providing proposals. Mike suggested going through the bidding process and making an informed decision based on numbers that will be provided, with Dick adding that moving forward with modernization means committing to a significant investment. Discussion took place regarding the potential cost of the project, code requirements, modernization options (including partial versus full modernization), funding sources, and the level of urgency for modernization.

- The Board unanimously approved moving forward with Amy Gill handling the elevator modernization bidding process, with an informed decision to be made regarding how to proceed once bids are received.
- The Board also briefly discussed how to handle elevator maintenance in the meantime.

Insurance Update: Pat said it seems likely that Mike's insurer will cover the claim for negligence and reimburse Tuscany, with Mike covering the deductible. His insurer would then likely pursue subrogation rights against other parties. Tim confirmed Ameri-Tech is waiting for the insurer's final decision following results of the forensic investigation.

Other Business:

- Bonnie reminded the Board that they need to complete their training by July to maintain their Board accreditation. Tim said the next training session is scheduled for March 20 and can be done online.
- Mike inquired about changing the locks on the elevator room to prevent unauthorized access and asked whether Clear Tech is now under contract. Tim suggested simply changing the lockbox code instead and confirmed that the pool contract is active. Mike also asked about how to handle the homeowners who are in arrears; Tim will follow up with them.

Unit Owner Concerns:

- None.

The meeting was adjourned at 12:01 p.m.

Respectfully submitted,

Tuscany Board