

**Port Belleair Condominium No. 2**  
**MEETING MINUTES**  
**May 21, 2024**  
**Board of Directors Meeting**  
**Community Clubhouse**  
**11:00 AM**

Lynne Stenger, President of the Port Belleair No 2 Board of Directors called the Meeting to order at 11:07 AM in the Community Clubhouse.

**Establish Quorum:**

In attendance were Board Members: Carolyn Kavunedus, Dave Young, Lynne Stenger, Andy Guarino, and Wayne Smith. Board Members Saif Amoozegar and Donna Raptakis were absent. A quorum was established. Representing Ameri-Tech Community Management was our Manager, T.C. Sayles. Four (4) Unit Owners were in attendance.

**Proof of Notice:**

Meeting Agenda was posted May 18th and emailed to all owners.

**Meeting Minutes:**

Meeting Minutes from the April 17, 2024 Meeting were distributed and reviewed by all Board Members prior to the meeting. Two corrections were noted by an owner, corrections made, and the motion was made by Lynne Stenger to approve the minutes as corrected and Carolyn Kavunedus seconded. All voted in favor.

**Financial Report:**

Dave Young presented an overview of the April 2024 financials. He commented the Insurance is being shown as a liability, and does not reflect the monies presently in the Insurance Account. In addition, the Balance Sheet shows the prior year's earnings as capital not spent, where it was actually used to fund the Insurance. Dave Young commented that our Insurance is up for renewal on June 22, 2024 and the prior year's funds were used to finance. T.C. Sayles stated she would speak with Financial Officer, Karen Browder, regarding the Balance Sheet. The Motion was made by Carolyn Kavunedus to approve the Treasurer's Report as given, Wayne Smith seconded, and all voted in favor.

**Ongoing Business:**

Lynne Stenger presented an update on the Milestone Phase II project. She stated we had been waiting for the *Repair Protocol* from Ray Engineering, and it actually came this morning at 10:57 AM. T.C Sayles reviewed what was sent, discussion followed, and three concrete companies are being contacted to bid on the project. *Reconstruction Experts, Jesse James Stucco and Munyan Restoration.*

Brandon Feinberg, from JD Contractors, came to our meeting to review the flat roof proposal, drainage design and answer any questions we may have. Our proposal was for Dura-Last 60 mils, but TPO 60 mils is equivalent to Dura-Last 50 mils. Ray Engineering will be contacted regarding which they prefer. Both products carry the same warranty. Motion was made by Lynne Stenger, to the proposal dated May 21, 2024 by JD Contractors for the Flat Roof Replacement at \$252, 170.00, with a 5% contingency, to be signed after approval from Ray Engineering. Dave Young seconded and all voted in favor.

Discussion followed regarding the time-line for the pipe and roof projects. In earlier discussions we had stated a preference to complete a stack pipe lining and replace all cast iron pipes in the garage prior to the roof, so the new roof would not be damaged. Bids have been received by PRS and Blue Works and discussions are still ongoing.

Short discussion followed regarding funding of the projects and options available to the Association.

**New Business:**

Lynne Stenger presented a request from the CAC (Common Area Committee) regarding landscape and wall priorities on a scale of 1-5, with one (1) being the most important. Owners and Board Members present felt that number one would be West Bay Drive landscape, followed by Sunset Road, the Center Parking Island, the area between Bldgs 1 & 2, and last the area between Bldgs 3 & 4. The wall did not seem to be a major issue at this time. Lynne Stenger will email all owners for their opinion as well.

Owner Concerns:

None Presented

**Board Organizational Meeting (Continued from March 2024):**

Lynne Stenger made a motion to appoint Wayne Smith as Vice President for the Port Belleair Board of Directors, Andy Guarino seconded, and all voted in favor.

**Adjournment:**

Having no further comments or business to discuss, the motion to adjourn was made by Lynne Stenger and seconded by Dave Young. All voted in favor. The Meeting was adjourned at 12:35 PM.

A brief Meeting will be held Tuesday, June 4<sup>th</sup> to submit the Roof Contract. The next scheduled meeting TBD (To be determined).

Respectfully submitted,

Carolyn Kavunedus – Secretary  
Lynne Stenger - President  
Port Belleair No.2, Board of Directors  
May 21, 2024