



SHIPYARD

Property Owners Association

Board of Directors Meeting Minutes

Present Members: Amy Ashton, Tamra Avrit (Zoom), Patricia Best, Dennis Foley, Richard Grimm, Robert Heim, Richard Jaynes (Zoom), Lauren Johnson, Wayne Kearney, Gina Ladouceur, Donald Manak, Raffael Ormeggio (Zoom), Jerry Pecoraro, Fred Reichenbach, Joe Strivieri & Herbert Whildin

Absent Members: Tracey Blanken-Zeller, Bob Cosgrove, Justin Jachimowicz, Kim Lutian, Kevin McMahon, Robert Moonen, Karl Sneed, Brad Thomson & Mark White

Present Staff: Meredith Elmore, Lawrence Alexander & Katelyn Coward

Date: October 19th, 2023

I. Roll Call

The meeting was called to order at 10:00 a.m. A quorum was established.

II. Review of Prior Minutes

The minutes of the prior August meeting were reviewed. Mr. Pecoraro made a motion to approve. Mrs. Best seconded the motion. Motion passed.

III. Financial Report

Dr. Elmore reported income through August was \$443,183.77 ahead of budget as a result of strong decal revenue, much higher than anticipated STRP income of \$251,341.80, and \$216,438.51 of Enhancement Income YTD. Rental Access income is tracking well ahead of the budget after the price increase per pass (effective 1/1/23), but this will likely slow down now as we enter the much slower 4th quarter. She announced the total receivable through August was just under 2% of the total billing, which is typical for this time of year. Outstanding accounts have been forwarded to collections, so the receivable is projected to decrease even more in the coming weeks. We have also had a few properties equalize (transfer to the full assessment at the time of sale) over the past few months, so this will only help the bottom line of the 2024 budget draft and 2023 YE. She reported security expenses through August were right on budget, even with three payrolls in August and summer labor costs. Labor has not been challenging as of late, and we are currently fully staffed. To that end, the Security budget variance will likely remain steady through year-end. Vehicle operating/maintenance expenses were up considerably for several months due to a major issue with one of the patrol vehicles, which required rental vehicle costs etc. However, we are beginning to experience some relief now that we have the new patrol vehicle. Training and onboarding costs were higher than normal, as we had to replace one of the security trainers. Some of those costs will be expensed in September and October, as he just completed his SLED classes during the week of 9/25/23. She reported landscape contract costs through August were slightly over budget. We will likely continue to see this through year-end due to much higher-than-normal tree removal volume/costs. Ultimately, the overall landscaping budget is just 1% over budget.



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We will also have the annual palm trimming expensed in October. She reported general administration costs through August were 4.5% under budget overall. However, the Administrative Expenses subcategory was over budget largely due to mailing expenses, insurance costs (post-March renewal), and printing expenses in the first half of the year. This will be much improved in 2024 as we have new vendors in place, and we will also reduce our print numbers due to digital distribution efforts. There were also higher than normal ARB expenses due to a few new projects (i.e., owner gate and bridge improvement consults), that will be reclassified to Enhancement as applicable. However, this variance is typical for this time of year and is expected to level off over through year-end. She reported general maintenance costs through August were right on budget. The Signs and Supplies/Equipment sub-categories are higher than normal due to gatehouse repair costs, new project signage (i.e. The Bank and owner gate), and increased paper supply costs for the Beach Club and auxiliary restrooms. She reported Beach Club expenses through August were 10% over budget. While this is a significant figure, it is 90% due to insurance premium increases (post-March renewal). In the 2024 budget draft, modifications have been made to this line item. It is important to note that 70% of the insurance premium increase experienced in March was due to the Beach Club (obviously based on property values). We are still due a refund in the Beach Club Leases & Contracts category, which will help reduce the variance as we go through the 4th quarter. She announced enhancement fee income through August was \$216,438.51. While this is quite an impressive number, it is currently tracking behind of the prior-year figure of \$256,312.50 YTD. However, the YTD figure is within \$1-3K of 2020-2021 YTD. To that end, no other year was really comparable to 2022, as it was definitely a banner year in enhancement.

IV. New Business

A. Committee Referrals

i. Security Committee – Access Policy

Dr. Elmore presented proposed additions to the SPOA Access Policy from the Security Committee. A brief discussion followed. After review additions to be added were: Any to be effective December 1st, 2023, Grandfather owners to keep E-Bikes that already purchased them (no matter the class type), free of charge to homeowners to register their E-Bikes and Mokes with SPOA. Mr. Strivieri made a motion to approve the proposed changes with additions to the Access Policy. Mr. Reichenbach seconded the motion. Motion passed.

ii. Comm/PR Committee – Memorial Program

Dr. Elmore presented a proposal for a new Memorial Program from the Communications/PR Committee. A brief discussion followed. After review additions to be added were: After five years the bench would be up for a renewal option. The homeowner would be able to renew for today's price of the bench or the ability to take the name plaque from the bench. Mrs. Ladouceur made a motion to approve the proposed program with



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suggested additions. Mr. Reichenbach seconded the motion. Motion approved.

B. Enhancement Ideas

Dr. Elmore presented the current list of submitted Enhancement ideas for 2024. She stated at the January meeting a full list of ideas including pricing will be handed out, any other ideas are still welcome for submission.

C. 2024 Budget Presentation

Dr. Elmore reported in summary the overall increase to each owner will be 3.5% or \$40.00. This is a decrease compared to PY increase of 4.85%. This is the minimum increase necessary to fund projected labor increases and create a reserve for other unanticipated adjustments driven by the unpredictable economic (including insurance) and wage/benefit trends. While management believes this is a feasible budget to retain quality talent and maintain the current level of service, it is essential to note that the proposed merit increases therein are still on the lower end of what area competitors are budgeting for 2024. To that end, increased onboarding/training costs for turnover may result. She stated insurance projections (approx. 10%) were based on consults with the POA's agent. Although somewhat higher than expected, these insurance premium adjustments will help avoid greater variances in these line items after the 3/2024 renewal. She suggested while there are several significant line items increases in this draft, they are all necessary to help alleviate challenges stemming from economic factors. More importantly, most of the requisite changes can be easily absorbed this year due to rental access income projections while still keeping the owner fee reasonable. Mr. Pecoraro made the motion to approve the 2024 budget as written. Mr. Heim seconded the motion. Motion passed.

V. Adjournment

There being no further business, the meeting was adjourned at 11:25 a.m.

Joe Strivieri, Secretary