

Beach House of Pass-A-Grille Board of Directors Meeting

Meeting Information

Organization: Beach House of Pass-A-Grille Condominium Association

Meeting Type: Board of Directors Meeting

Date: Wednesday, February 11, 2026

Time: 5:41 PM - 7:37 PM (Eastern Time)

Location: Zoom Virtual Meeting

Recording Secretary: Gloria (gjreed)

Attendees

Board Members Present:

- Karin Hoppman (Acting President)
- Rick Paulson
- Chris Iacofoli

Property Manager:

- Gloria Reed

Owners and Guests Present:

- Joanne Waugh
- Kathy Kennedy
- Steven Hodges
- Cameron Ross
- Dave Ellsworth
- Whitney Ross
- Jeremy
- Grethe
- Ameri-Tech Companies

Total Attendees: 14

Call to Order

The meeting was called to order at 6:01 PM by Karin, Acting President. A quorum was established with three board members present (Rick, Karin, and Chris).

Approval of Previous Minutes

The minutes from the January 12th, 2026 meeting were adopted as presented.

Officer Appointments

Karen was appointed as Acting President until the end of March 2026. Motion made by Chris. **Motion was approved by all.**

Chris shared that with Greg Davis no longer on the BOD, we needed to remove him as a signer from the loan with DFCU and add Chris as the signer. Motion to remove Greg from loan signer status and add Chris was made by Chris. **Motion was approved by all.**

Manager's Report

Gloria presented the following updates:

- **Annual Meeting:** Scheduled for March 30th, 2026 at 5:30 PM via Zoom
- **Board Intent Forms:** All current board members (Karin, Rick, Chris) and interested parties must submit intent forms to serve on the board for the next term. Forms will be sent electronically to all members.
- **Flood Insurance:** Renewed successfully
- **Cleaning Contracts:** Expanded to address elevator track issues and washer vent cleaning
- **King's 3 Notification System:** Following up on issues with information relay from the elevator phone system

Committee Reports

- **Recreation Room Committee (Rick Paulson, Chair)**
 - **Project Overview:** The committee presented a comprehensive renovation plan for the first-floor recreation room designed to be flood-resistant and enhance property value.
 - **Bidding Process:** The committee obtained four bids ranging from \$120,000 to \$240,000. After review and comparison, the committee recommends Hayward Home Remodeling's bid of \$120,000.

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- **Action Taken:** Karin moved to approve the Hayward Home Remodeling contract for \$120,000, contingent upon bank approval, to be executed within 72 hours of bank approval. Motion approved by all.
- **Timeline:**
 - Estimated 30 days for permit acquisition
 - Furniture and appliance sourcing to continue after contract execution
- **Outstanding Items:**
 - Lottery process needed for four differently-sized lockers
 - Monitor electricity usage after mini-split installation
- **Landscape Committee (Kathy Kennedy, Chair)**
 - **Project Scope:** Replace existing lawn with xeroscape design using Florida native plants in front and side areas of the building. Work includes cleaning, leveling, and planting.
 - **Budget Considerations:**
 - Two bids received: \$11,200 and \$22,000. Target budget under \$10,000, though higher costs expected. Contracts over 5% of operating budget (\$14,100) require formal bidding process.
 - 2026 landscape maintenance budget: \$3,000 (monthly quotes range \$250-\$500). Consideration to include initial 6-12 months of maintenance in landscaping contract
 - **Permitting:** City permit required for boulevard work - straightforward process to be handled by selected landscaper.
 - **Timeline:** Target planting by March 2026, with flexibility into April if needed.
 - **Status:** Committee obtaining third bid and scheduling site visits with recommended contractors. Recommendation to be presented at March 10th meeting.

Old Business

ATI Contract Completion Chris reported ATI's work is nearly complete. Only hardwired smoke detectors remain to meet fire code requirements. No outstanding invoices to be assessed to homeowners.

Air Conditioning Installation (CoolDown) Rick reported on walkthrough with CoolDown representatives James and Harold: Installation of air handlers in all remaining units scheduled for next week, including unit 701 and Grethe's unit. CoolDown to frame out 9

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unit closets that don't fit air handlers. Adam Hayward contracted to perform framing work. Old air handlers to be removed from unit 701

Seventh Floor Repairs (WKM): Units 701 and 704 require additional balcony repairs. The board clarified that exterior walls are association property, but interior balcony work will need to be assessed to individual unit owners. WKM and Prescott Engineering to scope additional work, obtain estimates, and notify affected owners.

Unit 701 Specific Issues: Owners (Cameron, Whitney, Jeremy) to provide all documentation, photos, and contractor information regarding recent balcony door replacements and prior repairs to Gloria for board/engineer review.

Termite Treatment: Board clarified that Nature Zone treated termites in association property. The Nature Zone report will be provided to unit 701 owners. If owners submit evidence of new termite activity, it will be forwarded to Nature Zone for follow-up under the one-year look-back contract. Residents can request additional inspections for their personal units if needed.

New Business

Bank Loan Process: Chris provided update on streamlining the bank approval process for loan disbursement to pay contractors. Process expected to be finalized in the next few days. Chris to audit all payments and contracts to date under the loan to understand remaining budget.

Parking Lot Committee: Discussion of appointing a committee to examine parking lot improvements was tabled until the March 10th meeting, pending review of current loan spending.

Next Board Meeting Date Change: Meeting rescheduled from March 9th to March 10th, 2026 at 6:00 PM Eastern Time

Adjournment

The meeting was adjourned at 7:37 PM.

Next Meetings

- **Next Board Meeting:** March 10, 2026 at 6:00 PM (Eastern Time) via Zoom
- **Annual Meeting:** March 30, 2026 at 5:30 PM via Zoom

Minutes respectfully submitted by Gloria, Property Manager.