

**Casa Clara Condominium Association, Inc.**  
**Board of Directors Meeting**  
**February 24, 2024 at 10:00am**  
**Pelican Room**

**Meeting Called to Order:** Meeting called to order at 10:01am

**Board Quorum Certified:** Board Members present (in person or by phone) – Barb Tatarчук, Elsa Feltes, John Balderston, Manny Fernandez, Kathy Bradford, Barry Bresnick, Frank Blanco.

**Proof of Notice of the Meeting:** Elsa certified the posting of the meeting.

**Approval of the Meeting Minutes:** Manny Fernandez made a motion to approve the minutes from the January 27th (two) meetings, February 10, and February 15. Seconded by Elsa, all in favor, minutes approved.

**Updates by President:**

Pam and Roy Boylan have been collecting the mail twice a day, pool maintenance is coming along, looking forward to new managers getting into their roles. Bonnie and Jeanie have been gathering quotes for the manager unit updates. Mike Morgan has been managing the pool chemicals. Barb expressed her appreciation for all the people who have been lending a hand during this time of transition. Barb gave her thanks to the search committee.

**Report from Manager Search Committee - Rex Sager:**

Used a consensus building model to receive and review applications for the manager position. Qualifications were reviewed and studied individually. The applicants were ranked 1 through 7 to see how good a fit they might be. After all was said and done, the committee unanimously agreed that Suzanne and Kip Mercer were the best fit. Interview was approximately an hour. After the interview, again, all agreed that this couple was the best fit. They are already familiar with CC, have stayed here 16 times since 2004. They are familiar with office software. They are experienced in many aspects of the responsibilities required for the association. They represented the only couple that applied. Rex says they are happy to recommend them. Barb explained how the board discussed the recommendation in the closed meeting. Mentioned that the board felt very strongly that a couple would be the ideal fit and their qualifications made the decision easy. Barb discussed the structure of the compensation arrangement. Instead of individual disbursements for insurance, medical, etc, they were given a flat salary each, inclusive of all benefits (exclusive of bonuses).

**Report on renovations for Unit 1-201, manager unit – Jeannie Mazza and Bonnie Polk:**

Jeanie mentioned the unit has really deteriorated. Will require a lot of work. Everything needs to be replaced or updated. Bonnie explained that we're renovating a 50 year old property. There are some updated components, but most of it is original. The goal is to have an updated, clean, and modern unit (since we all own it). All new bathrooms, all new kitchen, closets in bedrooms, adding kitchen fans, full painting, replace or restore front door, new electrical, new inside unit doors, new washer/dryer, dishwasher, microwave. All trades said they could start in a

reasonable timeframe. Barry mentioned the benefit of having a single GC manage the project versus 5-7 disparate trades. Bonnie agreed wholeheartedly.

**New Business:**

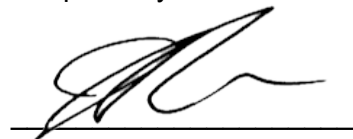
- A. Proposal to officially welcome and approve the hiring of our new administrative assistants and soon-to-be new managers. They have already been approved by the Board in closed session. Husband and wife team of Suzanne and Kip Mercer have accepted our offer. They will be sharing all the duties of Manager and Property Manager and will arrive on March 5. Frank Blanco made a motion to accept the soon-to-be managers, seconded by Elsa Feltes, all in favor, motion passes, decision ratified.
  
- B. Proposal to approve repairs and renovations for unit 1-201. Barry Bresnick made a motion to get a more detailed quote from the GC, Jonathan Burns, to make the decision easier. Seconded by John Balderston. Discussion about start times, permitting, etc. Barry suggested bidding the popcorn ceiling removal separately. All in favor, motion passes. Will contact Burns and get a more detailed quote. Meeting will be scheduled for Saturday March 2nd two approve the quote of it is available.
  
- C. Proposal to return to requirement of By-laws for assessments that are late. "Thirty (30) days after due date, the unpaid assessment, or billed portion thereof shall bear interest at the highest rate allowable by law." (5.6) Past practice has allowed 90 day grace period before interest was charged. Barry Bresnick made a motion to adopt the appropriate collection schedule with a courtesy call or notice (email) 15 days prior to interest being accrued. Seconded by Barb Tataruchuk. All in favor, motion passes.

**Suggestion Box:**

Barry Bresnick mentioned previous correspondence about payments for rental income. Barb noted this and will add it to the agenda.

**Adjournment:** With no further business to discuss Elsa moved to adjourn, Barry seconded, all in favor, the meeting was adjourned.

Respectfully submitted on February 24, 2024 by



John Balderston, Secretary

**Roll Call:**

2-203 Carl & Diane Miller

2-303 Kevin Krout

3-106 Larry Thul

3-201 Marnie Jeney

3-210 Joana Karakourtis

3-305 Carolyn Soucy

3-301 Marburger

**On-Site:**

3-312 Pam Boylan

3-303 Rosemary Grand

3-112 Mike Morgan

3-309 Ruth Schnake

1-106 Larry Wagner

1-106 Deedee Wagner

2-102 Stephen Cardoza

1-105 Terry Tatarchuk

1-205 Steve Pasek