



Managed by:
6500 Midnight Pass Road, Sarasota FL 34242

ENCLOSED EMERGENCY
Board of Directors Meeting Minutes

Date: Thursday, April 02, 2020
Time: 2:00 PM
Location: Teleconference Board Meeting

- I Call to Order by President
President Larry Leyser called the Emergency Meeting to order at 2:06 PM

- II Confirm that a Quorum is Present
President L. Leyser called the roll of Board Members
5 Directors: Larry Leyser, Ron Roeder, Cheryl Hill, Larry Thompson, and Rick Briggs were present. Manager Maria Mitchell was present too. Determination of quorum was confirmed by President L. Leyser

- III Confirmation of Proper Notice of Meeting
President L. Leyser confirmed that proper notice of the Emergency Meeting was given according to the Florida Statutes and By- Laws of the Sea Shell Condominium Association, Inc. The notice of the meeting was posted in both elevators and in the business office

- IV Business
 - a) COVID-19 PROCEDURES
President L. Leyser open up discussion regarding FL Governor rental restrictions affecting the Sea Shell Vacation Rentals, Inc. and the Sea Shell Condominium Association ownership. Larry stated that VRBO had shut down all reservations. Discussing followed. A consensus from the board was as follows:

SSVR

- Effective at once we will not accept new reservations for the month of April 2020
Rick Briggs made the motion and Larry Leyser seconded. All were in favor
- Existing reservations with arrival date in April 2020, guests will be informed their reservations is being cancelled or will be given the option to book a later date
- We will accept future reservations for May and beyond and advise the guests that they are subject to change pending State orders
- All guests will be issued a 100% refund of their payment during the duration of COVID-19
Larry Leyser made the motion and Cheryl Hill seconded it. All were favor

- We will accept COVID-19 related cancellations for the balance of 2020 with no penalties and full refunds. Rick Briggs made the motion and Larry Thompson seconded All were in favor.

For those owners not on the rental program we encourage you to follow the same guidelines and to follow all state-imposed orders. Failure to comply is a class 2 misdemeanor

OFFICE STAFF

- Effective this Saturday, April 4, 2020 the office will be closed on Saturdays until further notice. With little to no check ins we will use the lock box to take care of those
- A staff member will be in the office Monday - Friday but will remain closed to walk-ins. There will be a notice posted on the front door advising of this with a phone number to call if assistance is needed. Any packages from Amazon, FedEx, etc. will be delivered directly to the units
- Front office staff will be working from home with reduced schedules. Because of this there may be a delay in responses. Please try to limit your calls into the office and use emails whenever possible.

Maintenance Staff

- The maintenance staff will be working on projects that need to be addressed. Besides painting the laundry rooms, next week they will be power washing the parking area walls and ceilings. It's a great time to do this as there are very few cars there
- We have decided to make the maintenance staff available to all owners to do projects in their condos. Need your kitchen ceiling painted, bathtub caulked or disposal installed let the office know via email to info@seashellcondos.com. They will let you know if your job falls within the scope . Before you hire someone else let us know. This plan will help offset some of the staff's salaries and allow us not to reduce their hours.

Other Business

Next topic for discussion was Security. Spring break will be in 5-6 weeks and will need security services between 9-3. We share these services with next door complex but will not be sharing this the coming year. Maria found another service that is double the price and we had to pay half \$2700. A week later we cancelled and credit was given. Still searching. Normally need this for 4th of July, Memorial Day and Labor Day plus New Years. Maria noted we are saving half of the allotted budget at this point.

Beach chairs – our beach is not closed and public access is open. The public do come and take our chairs. We are paying someone now to retrieve them and we do drop service for April. With limited number of guests at Sea Shell now, we leave 20 unlocked. Ron mentioned that 14 chairs were out there now and only 5 unused. Larry L questioned if we wanted to cancel he April service. Maria said she already had as it was not essential. Come May should we keep chairs locked and start service? Larry T said to use her judgement and maybe hardly anyone will be here in May. All will be discussed in next meeting.

Lounge chairs – Maria wants to have all lounges around pool refurbished. If money in budget, she was to move forward.

Next Board Meeting:

The next board meeting has been tentatively scheduled for April 7, 2020 at 2:00PM

L. Leyser made a motion to adjourn the meeting. Cheryl Hill seconded. Meeting adjourned at 3:08 PM