

Meeting Minutes from Master Assoc. Board (MAB) Meeting

Mtg Held August 9 at 4pm at Remax Conference room

MAB Meeting Attendees:

Al Berzett	President
Dan Sheffer	Vice President
Cole Baas	Treasurer
Kelli Whitehall	Secretary
Bob Sedge	Member
Wiley Russell	Haven HOA President
Tina Corley	Resident

Meeting was called to order by Al Berzett at 4:02 pm.

1. Update on Storm Sewer bid progress – Dan Sheffer

Dan is expecting a bid for repair on 12 of the highest priority locations from one contractor.

2. Update on well water quality filter option – Cole Baas

An iron content test was completed on one well for filter selection. Cole is waiting for the results. Al Berzette suggested Cole contact Bill Campbell, a resident, who has good knowledge and experience with wells in the area, and may be willing to help with this project.

3. Update on new Security option – Bob Sedge

- a. Action was to get references and bids, develop procedures for database management.

Bob and his committee have collected bids, and there is a significant difference (\$100K) between two bids. Before moving forward Bob is working to understand this difference to ensure there were no misunderstandings on the content of the bid. See the addendum at the end of this document for the full summary report prepared by Bob Sedge and his committee. The MAB thanked Bob and his committee for all the great work they are doing on this effort.

4. Update on Street sign re-painting – Kelli

Kelli has identified the following street signs that need attention.

Baywalk: 3 street signs and Baywalk Nature trail sign

Preserve: 1 street sign

The following street signs are in ok shape, but could use brightening up

Retreat: 1 street sign

Peninsula Blvd: 2 street signs

In addition, 2 Peninsula Blvd street signs are missing altogether at Baywalk and Preserve Entrances. The poles have bolts in place for these signs.

Kelli has identified the original sign vendor and is currently collecting a bid from the original vendor to replace the above identified signs. A bid has already been collected to repaint these signs, rather than replace. The Baywalk and Preserve signs are in bad shape and repainting may not be the best option, according to Thai, the Honours Golf maintenance person.

5. Update on roadway plan – Dan and Bob

The original roadway maintenance plan was developed by Honours and is out of date. The update to this plan is still in work, and will include a timeline of money accumulating in the reserve and expenditures for each phase of the roadway plan. The funding from current Master HOA dues is not going to cover this future roadway maintenance work. It is expected that an assessment will be started in 2023 to begin closing the funding gap. It is estimated \$50/mo/lot for 7 years will be needed. No roadway work will be started until the Haven construction is completed.

6. Update on solar panel guideline progress – Dan

The ARC is working on a guideline document for solar panel installment. The ARC is looking at different options of solar panels, such as panels that are installed as roof shingles, which are unobtrusive and blend in.

7. Golf Course and club rule enforcement update (pool entry access) – Al

Al Berzett did not have an update, but he is meeting with the Golf committee next week. Al is going to bring concerns about the condominium renters and the impact it is having on the residents. Specifically, the concerns are noise in the condominiums, taking over of the pool, and intimidation of residents and Racquet club personnel when approached for compliance with amenity rules.

Al Berzett is also going to work with both the Condominium HOAs and Honours Golf regarding the incidents and asking for help to resolve the situation.

8. Walk on items – All

a. Financials

The MAB reviewed the June Financials provided by Landmark in the email, and the Budget is on track. The MAB noted that the current revenue gap is due to the revenue that will start in September from the Villas Developer Harris Doyle. It was noted that Capital Reserve is being consumed as it is being accumulated. As a refresher, this Capital Reserve captures the annual savings in Landscape costs that were realized after the new Master Association changed the Landscape provider.

b. Wiley Russell: Haven standing water

Wiley expressed concerns over the empty lots in the Haven that are accumulating standing water. These lots have been cleared yet no further construction has happened. Landmark notified the developers that own the lots that construction must commence no later than 6 months after a lot is cleared. Landmark has been in touch with the developer, Harris Doyle, regarding these lots. They are currently working to grade all three of the lots. Weather has been the hindrance.

c. Master Association Budget 2023

The MAB will begin working on the 2023 budget in separate meetings to be scheduled by Kelli Whitehall, Secretary. These meeting agendas will be posted under secure communications.

d. Request for easement in front of lot 25 on Peninsula Blvd.

The small section of sidewalk and turf is Master Assoc common area and the lot owner would like to put a driveway entrance across this small section. The current layout does not include this driveway entrance. A motion to grant this easement was proposed and all board members voted yes. Dan Sheffer will work to get this easement properly documented.

e. Bayside wetland area trimming expense

Honours Golf maintenance requested the Master Association contribute to the cost of trimming the wetlands between Lakes course hole #7 and the bay. In the past, the previous Master Association has split this cost with Honours Golf. This land is not Master Association common area. The MAB voted unanimously not to contribute to the cost of this maintenance, as it is owned by Honours Golf company.

9. Approve July 13 minutes – Kelli

Minutes were approved via email and already posted.

10. Next Agenda – Kelli

Monitor the website under secure communications for the posting of the Agenda. Any changes to the next meeting date or agenda will be reflected in the latest posted Agenda.

The next meeting will be held September 20 at 4pm

The meeting was adjourned at 5:50pm.

ADENDUM

The Peninsula Security Systems Analysis and Committee Recommendations Summary Report to the Master Association Board

Bob Sedge

8/9/22

Residents' Concerns:

After polling residents, only three security issues/concerns were raised.

- 1). **The overall cost of The Peninsula Security Systems**
- 2). **"Unauthorized" use of the East Gate entrance/exit by contractors.**
- 3). **"Unauthorized" (non-owner) pedestrian and bicycle access through the East Gate.**

Manned Security Costs/Savings Analysis:

*Security Companies serving other properties in the area have been contacted.**

Sidwell (Current)	\$205,550 (\$22.80 & + \$34.20/hr for OT/Holiday)
Gulf Coast Security (Kiva)	\$205,860 (\$23.50/hr)
Global Security (Beach Club)	\$183,084* (\$20.90/hr)**

**Three other companies were contacted but have not yet responded to RFQ's.*

***A Beach Club source states that the Beach Club is looking at alternative security firms.*

Committee Recommendations:

- 1). Continue to use Sidwell for manned security services, at least through 2022.

Electronic Gate Systems

The only way to significantly decrease security costs is an automated Main Gate system.

<u>Options:</u>	<u>Manpower Cost Savings</u>
1). 24/7 automated gate system	\$200,000
2). 12 hours per day	\$100,000
3). 16 hours per day	\$ 65,000

While converting to a 24/7 automated gate system would save the most, providing access for visitors, renters, landscapers, contractors, USPS, FedEx, UPS, deliveries to the Golf Course clubhouse, etc. would be almost impossible to manage with a completely electronic system. Converting to a automated system for 12 hours per (e.g. 7AM-7PM) would cover the access needs for landscapers, contractors, sub-contractors and most delivery services, but not UPS, golf course deliveries, and early evening visitors.

Committee Recommendations:

Continue to have manned security at the Main Gates for 16 hours per day (e.g. 6:30AM to 10:30PM) and automated gate access through a single gate for 8 hours per day (e.g. 10:30PM to 6:30AM).

One committee member wanted to have the gates manned 12 hours per day; but the general consensus was to start with 16 hours per day manned and evaluate the results.

One committee member suggested keeping security manned 24 hours per day to accommodate renters, visitors and non-"tech savvy" residents.

Gate Systems Descriptions/Specifications

Committee Recommendations:

Main Gate:

One “fixed” access entry gate (*open position during manned hours; closed after 10:30PM*)
One electronic access entry gate using RF transmitters (*after 10:30PM*).
One “fixed” exit gate (*open position during manned times, closed after 10:30PM*)
One electronic access exit gate (*open position during manned hours, automatic after 10:30PM*)
Two “Wide angle” cameras (entering & exiting) and 2 license plate readers (entering & exiting)
Keypad entry access (for visitors & short term renters, if they require “overnight access”)
YELP access for emergency vehicles (*Local firehouse to be supplied with clicker and keypad access code as backups; other emergency services to be supplied with keypad access code*)

East Gate:

One electronic access entry gate (*using RF transmitters with automatic revolving code*)
One electronic access exit gate (*using RF transmitters with automatic revolving code*)
Two “Wide angle” cameras (entering & exiting) and 2 license plate readers (entering & exiting)
YELP access for emergency vehicles (*Local firehouse supplied with clicker as backup*).
Extend the gate arms to completely cross the entrance and exit lanes (*to discourage pedestrian and bicycle traffic*).
Improve signage to better notify “trespassers” that it is a private road.

Other Options to Consider:

- 1). Use off site video monitoring that could be used instead of keypads and “call back” systems
Pros: Would eliminate need to update keypad codes for renters and would prevent unauthorized use of renters’ keypad codes
Cons: Would add a monthly cost for off-site monitoring. (Waiting for quote)
- 2). Leasing equipment instead of purchasing (contacting Great American to get pricing)
Pros: Would reduce upfront purchasing costs and repairs and servicing would be done through leasing company.
Cons: Would add monthly/annual lease cost.
- 3). Instead of moving the existing gates from the East Gate to be “fixed” gates at the Main Gate, use chains (with attached signage) to close one entry and one exit gate at the Main Gate.
Pros: Probably cheaper than switching gates and eliminates technical problems with gates.
Cons: Not as “attractive”

Factors Considered by Committee

Q. Should we use RF Transmitters (“clickers”) or “barcode on windshield reader” system?

Committee Recommendation:

Use RF transmitters(“clickers”) & “keypad” access; they are more reliable & easily managed.

Q. Should Owners have RF transmitter access AND/OR keypad access?

Committee Recommendation:

Owners should have RF transmitter access only.

Q. How much should Owners be charged for RF Transmitters?

Committee Recommendations:

The general consensus was:

- 1). "Trade-out" existing "clickers" for RF transmitters (one for one)
- 2). If Owners want MORE RF transmitters, they should have to pay for them at cost plus a small fee for adding them and maintaining them in the database.
- 3). Additional RF transmitters should be assigned to an Owner's address AND to vehicles registered to the Owner. (One member wanted to allow additional RF transmitters for golf carts, bicycle, etc.)

Q. Should Renters have RF transmitter access AND/OR keypad access?

Committee Recommendation:

Short term Renters, who wish to have "overnight" access to the Peninsula property, be assigned a random, unique 4-5 digit keypad code. The Property Management companies that manage these short term rental properties will need to advise the renters need to contact the Peninsula property management company to obtain keypad access codes.

Q. Should Visitors have RF transmitter access AND/OR keypad access?

Committee Recommendation:

Install a keypad access whereby visitors can use the system to "call" the Owner via cell service, who can press a single key to open the gate via a cellular telephone signal. Since no keypad code number communicated unauthorized use is not possible.

NOTE: Requested quote from IPSC who offers manned remote access monitoring that could be an alternative to keypad and "call back" systems for renters, visitors and guests.

Estimated Costs to Implement Automated Systems:

Quotes:

Superior Gate Systems LLC Pensacola, FL (7/22)	\$ 50,800
Hunter Security Inc Daphne AL	\$ 150,935
Interparish Security Systems	
Allstate Wireless Security Inc Pensacola FL	No Quote
Gulf Coast Gate & Fence Alberta, AL	No Quote

Master Association Board Action Items:

1). Get agreement from Landmark to:

- a). Communicate the changes in the Security Systems & start dates
 - 1). Trade-in program for existing “clickers” to RF transmitters
 - 2). “Purchase” programs for Owners who do not have “clickers.”
 - 3). Requirement for renters to register with Landmark for overnight access (including informing rental property management firms).
 - 4). Requirement for Owners to register phone number for “callback system.”
- b). Have staff on site to:
 - 1). Collect “clickers,” document “ownership,” and issue RF transmitters
 - 2). Register Renters who want overnight access (including interface with property management companies renting properties)
 - 3). Register Owners’ phone number for “callback system.”
- c). Manage the databases:
 - 1). Database of Owners with RF transmitters (adding to and deleting from database)
 - 2). Database of Renters who register for overnight access keypad codes (adding new renters and deleting renters from the database after their departure date).
 - 3). Database of Owners’ phone numbers for the “callback” system.

2). Call a Special Meeting of the Voting Members to approve/disapprove the project and to approve how the project will be funded.

3). Review bids from contractors, review references, agree on implementation schedule, and sign contract (if approved).

4). Coordinate with Sidwell Security.

- a). Communicate the changes in the Security Systems & start dates
- b). Update Security Guard procedures/schedules