

MEETING MINUTES

The meeting was held at the offices of Pointe South Realty, 13587 Perdido Key Drive, Pensacola, FL 32507.

Thomas Allison, Interim President of the Parasol East Homeowners' Association (HOA) Board of Directors (BOD), called the meeting to order at 10:00 AM on January 22, 2022.

Thomas Allison indicated notice of the annual meeting was sent on January 6, 2022 by Etheridge Property Management to all HOA members via e-mail and U. S. Post, and was posted in two public locations within the Parasol East subdivision.

Ned Cox, Secretary of the Parasol BOD stated that 35 of the total 42 Parasol East lots were represented at the meeting either in person or by proxy, and Thomas Allison established a quorum.

Approval of Minutes:

Due to disruptions from wind storms and Covid-19, the last Parasol HOA annual meeting was held August 31, 2019. Thomas Allison briefly reviewed the minutes, noting the following:

- The conversion of the swimming pool to salt water was not done
- After obtaining a legal opinion in 2021 that there are not privacy and liability concerns, surveillance cameras will be installed during 2022 to monitor the pool deck and front entrance gate to Parasol

J. D. Anderson motioned to approve the minutes, Andy Tofe seconded the motion, and the minutes were unanimously approved.

2021 Parasol HOA Accomplishments:

John Bridges, Chairman of the Parasol East HOA Maintenance Committee, reviewed the following:

- 3 extreme wind events in 2020 and 2021 caused extensive damage to the Parasol perimeter fences as well as to the streetlights. The fence repairs are complete and include custom fabrication of replacement fence posts as well as insertion of aluminum beams inside many of the fence posts in vulnerable sections of the fence. Insertion of some additional aluminum reinforcement beams in parts of the north-side fence will occur in 2022
- One replacement lighting bollard and one additional lighting bollard will be installed in 2022
- "No Parking" signs installed along the Johnson Beach Rd have kept vehicles from parking on Parasol East property thereby preventing damage to the grass and sprinkler heads

- New Construction regulations and a new process for issuing front gate codes were approved and implemented

Financial Report:

John Bridges and Patti Tofe have analyzed and organized the 2021 financial statements. Henceforth, each month the chairman of the Parasol HOA Maintenance Committee and the Treasurer of the Parasol BOD will receive statements from Etheridge Property Management and review, and properly categorize that month's income and expenses.

Reviewing the Balance Sheet, John Bridges stated that as of December 31, 2021, the HOA's Synovus checking account has a balance of \$1,831.79 and the savings account has a balance of \$46,007.95. He and Patti Tofe are working with Etheridge Property Management to clarify the provenance of a \$2,000 current liability for a construction deposit and to categorize a \$1,500 rental deposit.

The 2021 Cash Flow Statement shows a January 1, 2021 opening balance in the Synovus checking account of \$15,843.96 and an ending balance of \$1,831.79. Total income for the year was \$86,027.03 while total expenses were \$100,039.20. Fence and streetlight repair costs during the year totaled \$29,903.86 and \$3,575, respectively, all of which was paid from the checking account.

2022 Proposed Budget:

Total income expected in 2022 is \$90,677 which includes a one-time payment from the Land's End condominium of \$6,665 for its share of repairs to the east side perimeter fence. Total expenses budgeted are \$88,733, including one-time costs for the pool deck and front gate surveillance system (\$3,850), sidewalk and curb painting (\$6,000), street light replacement (\$2,500), and pool cabana repair and painting (\$2,000).

The membership discussed the need for better understanding of and preparing for future emergencies (e.g., wind storms) and HOA capital requirements (e.g., repaving the Parasol East road). Additionally, the membership discussed the best way to accumulate and allocate funds for those purposes including a specified Reserve Account, increasing the existing savings account, or both.

During 2022 the Parasol BOD will undertake a review of future HOA requirements using the 2017 Reserve Assessment study prepared by Greg Carleton as a starting point. Part of the BOD review will include having the Maintenance Committee obtain updated cost and timing estimates for conversion of the existing pool to a salt water system with new pumps and sand filter.

J. D. Anderson motioned to approve the 2022 proposed budget. Greg Carleton seconded the motion, and the budget was approved.

Nomination of Board of Directors Members:

The 2021 Parasol BOD included six members: Thomas Allison, Mike Easter, Ned Cox, Mary Santana, Andy Tofe, and Peter Andronaco. This board created an ad hoc Parasol Board Advisory Committee to provide advice and assistance to future boards as

required. The Parasol Board Advisory Committee members will attend future BOD meetings but will not have a vote in BOD decisions. The current Parasol Board Advisory Committee members are John Bridges, J. D. Anderson, and Thomas Allison.

Two members of the current Parasol BOD, Thomas Allison and Mike Easter, have served three-year terms and do not wish to stand for re-election to the board. The remaining four board members were appointed as replacements during 2021 and must be elected to continue serving on the board. Thomas Allison recommended these four current board members be elected to continue on the BOD. It was noted that two of the current board members, Mary Santina and Peter Andronaco are married to each other.

The membership discussed whether an even number of board members is appropriate. It was noted there are four officers of the board so no member would be required to hold two offices. Additionally, it was stated that managing staggered terms for board members would be facilitated by keeping the existing four members. There were no nominations from the floor for additional board members. Brian Blakeney motioned to place Andy Tofe, Mary Santina, Ned Cox, and Peter Andronaco in nomination to the board. Jim Ginter seconded the motion, and these four individuals were elected to the board.

Exterior Repairs / Renovations:

During 2021 the Parasol BOD obtained a legal opinion indicating the Parasol Architectural Review Board (PARB) must review any owner's proposed exterior changes, modifications, renovations, or repairs to existing structures and landscaping. The BOD drafted a letter to homeowners and tasked the PARB with generating a form for owners to use in describing any such proposed changes. The BOD will follow up with the PARB to finalize this form in 2022 and transmit the letter and form to homeowners.

New Business:

The membership discussed the current HOA New Construction Rules and whether or not the rules inhibit development of the Parasol East subdivision. A member suggested that the BOD create a committee to re-evaluate the New Construction Rules and consider any recommended revisions.

The membership discussed the inefficiency of communication with Etheridge Property Management, and the difficulty in finding information relevant to the HOA membership (e.g., BOD members, prior meeting minutes). It was pointed out that some of the HOA information is posted to Etheridge's website. Henceforth, the BOD will evaluate ways to improve communication and information distribution to the HOA members, including a quarterly newsletter.

It was proposed and agreed that the next annual meeting will be held on the fourth Saturday in January, 2023.

No other new business items were proposed from the floor, and the meeting was adjourned at 11:45 AM.