

**CHATHAM House, No. 202, Inc.**  
**Board of Directors**  
**REGULAR Meeting AGENDA**

**DATE/DAY/TIME: July 16, 2024, Tuesday at 10:00 AM**

**LOCATION: Town Shores Clubhouse Auditorium, 3210 59<sup>th</sup> Street S, Gulfport, FL 33707**

**ZOOM/DIAL-IN: Join Zoom Meeting**

<https://zoom.us/j/92023005506?pwd=clExZDJ5VU1Lcm5mcXF1Vk1FTmovUT09>

Meeting ID: **920 2300 5506**

Passcode: **CHATHAM**

1. Roll Call
2. Read and or Waive, past minutes of meeting on 6-18-24 (sent to BOD June 29)
3. Reports:           President/Treasurer  
                          Vice Presidents  
                          Secretary                   Florida Legislative Updates (HB 1021, Statute 718) Eff. 7-1-2024  
                          Directors  
                          Property Manager  
                          Masters Delegates  
                          Committees                 Budget  
  Building Maintenance  
  Communications  
  Landscape  
  Preparedness
4. Unfinished Business   SIRS  
  Construction Update
5. New Business           Roof Leak  
  Milestone Updates

**MOTION:** Approve Milestone Phase 1&2 updates and distribute the full report, summaries and updates.

6. Open Discussion         HB 1021 LINE 1207-Membership has the right to attend such meetings includes the right to speak at such meetings with reference to all designated agenda items and the right to ask questions relating to reports on the status of construction or repair projects, the status of revenues and expenditures during the current fiscal year, and other issues affecting the condominium. Three (3) minutes will be allotted for each owner wishing to speak.

**MOTION:** *Maximum number of speakers are six (6) per meeting that have right to speak.*

7. Adjourn

*Next Regular Meeting Tuesday, August 20, 2024 at 10 AM TS Clubhouse Auditorium*

*Chatham Board of Directors*

*Chatham By-Laws:* No notice of a BOD meeting shall be required if the directors meet by unanimous written consent. The Directors may, by resolution duly adopted, establish regular monthly, ... meeting. If such a resolution is adopted, no notice of such regular meetings of BOD shall be required. Chatham resolution adopted 12/4/2023.

*FL Statute 718:* Except in cases of emergency or when longer notice is required by law, notice of board meetings must conspicuously be posted on the association property **at least 48 continuous hrs. in advance of each meeting.**

*HB1021 changes underlined effective 7/1/2024*

7/7/24 created  
7/11/24 blast & post

**CHATHAM Building, No. 202, Inc.**  
**Board of Directors**  
**Regular Meeting**  
**MINUTES**

**APPROVED 8/20/24**

**July 16, 2024**

At 10:01 AM EST, President opened the Chatham Regular Board meeting on Zoom and in-person at Town Shores Clubhouse Auditorium

1. Roll Call

President-Treasurer	Barney Brill	Zoom
Vice President	Ute Swerdloff	Zoom
	Tom Moneypenny	Zoom
Secretary	Ruta Misiunas	Zoom
Directors	Bob Girard	Zoom
	Lisa Glegg	In-Person
	Gary Simms	In-Person

Attendees:

Property Manager	Amy Ringel	In-Person
Masters Delegates	Ken Branch	Not present
	Michele Lamontia	In-Person

Committees:

Budget	Barney Brill	Bob Girard	Tom Moneypenny	Doug Hoagland-NP	Lucien Swerdloff
Building	Gary Simms	Lucien Swerdloff			
Landscape	Ute Swerdloff	Diane Scarbrough			
Communication	Ruta Misiunas	Sandra Branch	Sherry McBay-NP		
Preparedness	Gary Simms	Ken Branch-NP			

2. **MOTION:** Reading of previous 6/18/24 minutes be waived and accepted as written Barney/Tom 2<sup>nd</sup> Carried 7/0

3. Reports: Upload to web sites of Condominium Associates and Town Shores of Gulfport-Chatham Building, Post and Email Blast

President/Treasurer

Vice Presidents

Secretary

Directors

Masters Delegates

Property Manager

Committee Reports:

Building Scheduled flush of condense lines showed that vinegar not doing the job. Upon several recommendations to BOD **MOTION:** Each unit must treat condense lines monthly with ½ cup of bleach during the summer months (May, June, July, Aug, Sept, October) and ½ of vinegar during the winter months (November, Dec, Jan, Feb, Mar, April) followed after 5-10 minutes with cup of water. Ruta/Barney 2<sup>nd</sup> Carried 7/0

Budget Will meet next week reviewing SIRS report.

**CHATHAM Building, No. 202, Inc.**  
**Board of Directors**  
**Regular Meeting**  
**MINUTES**

Communications	SIRS posted on both web sites: Condominium Associates and Town Shores of Gulfport-Chatham
Landscape	None
Preparedness	None

4. Unfinished business

- SIRS report received June 30, 2024. Distribution to unit owners must within 45 days (by 8/14/24).  
**MOTION:** SIRS distribution to unit owners *after* BOD July meeting, *electronically* as *notice* with paths to web sites on Condominium Associates and Town Shores of Gulfport-Chatham where they are uploaded. Ruta/Ute 2<sup>nd</sup> Carried 7/0
- Construction update- walkways will be finished in next few days. Downspout problems reported, proceed with survey and work going forward.

5. New Business

- Roof leak on 4<sup>th</sup> floor identified and repaired. Finishing work will be done. Thank you Bob Usher for his patience and grace.
- Milestone Updates – full report along with Phase 1 & 2 summaries completed last year. Distribution to members wasn't verifiable. Summaries had action and preventative items that are always asked about by brokers, realtors, etc. Set answers established. **MOTION:** Approve Milestone Phase 1&2 updates and distribute notice of the full report, summaries, and updates to membership. Barney/Bob 2<sup>nd</sup> Carried 7/0

6. Open membership discussion: New legislation effective July 1, membership has right to speak on all agenda items and ask questions relating to reports on status of construction or repair projects, revenues, expenditures and other issues affecting the condominium. **MOTION:** Maximum number of speakers are six (6) per meeting that have right to speak with owners who signed up in writing before meeting, speaking first. Ruta/ Bob 2<sup>nd</sup> Carried 7/0

7. Adjourned meeting by President /Ruta 2<sup>nd</sup> at 10:48 AM EST / 7:48 AM GMT-7 / 7:48 PM GMT+8

Ruta Misiunas

Secretary, Chatham Board of Directors

President's address 07/16/2024

The SIRS initial reserve study and the regular reserve studies are completed. The budget committee will be meeting soon to review both documents and begin assembling the 2025 budget.

Two big items on the report came in better than expected. The estimated cost of a roof recoat in 2030 is around \$123,000. Roof replacement in 2040 will cost around \$430,000.

The stairways budget for 2025 will be \$20,000. The next stairway repair will be in the year 2045 costing roughly \$33,000. This is a far cry from the recommendations of the previous engineer of Prescott Engineering who was advocating for stair repairs costing \$120,000.

The walkway maintenance project is nearly finished. The next maintenance on the walkways will not be needed until 2039 which at that time will cost roughly \$16,000.

While the numbers just mentioned are much better than expected, it only means that we were able to dodge extreme measures which were looming according to the previous engineering company recommendation.

Building insurance for next year is projected to increase. This is one of the biggest upsets the current budget has suffered over the past three years.

We had a roof leak on the fourth floor which is outside the scope of work for the current roofing contract. This was an emergent situation that was repaired.

On a lighter note, one of the things the board frequently hears about is the fact that someone is using too much soap in the washing machines. This means that the machines either overflows flooding the floor or the next person washing gets clothing coated with excess soap.

## Secretary Report 7/16/2024

House Bill 1021-specific requirements addressed with Board Members-certification statement. Division website has no form so distributed version used previously by Chatham. Reminded BOD that 4 hrs. of educational certification required including 1 hr. of legislative updates must be completed by 6/30/25. Must send proof to Secretary who will upload to appropriate sites [CA, TS, and Division].

SIRS report received June 30, 2024. Logistically, the report is lengthy and large. Chatham SIRS reports are available on Condominium Associates (<https://condominiumassociates.com>) and Town Shores of Gulfport (<https://www.townshorescommunity.com>). Notice to all association members must be made before August 14, 2024. Notice will be electronically for those that have given written permission. Hard copies of the reports will be made available to those with email addresses and owners that request a printed copy in writing.

My Safe Florida Condo Pilot Program (SB1366): Application and forms will not be available until the fall of 2024. This program is not for individual condo unit owners. Only Condo Associations are eligible to participate in this new pilot program. Visit <https://mysafeflhome.com> for more information.

Town Shores of Gulfport Individual Building-CHATHAM's web page continues to be updated due to the new requirements effective 7/1/24.

Blast emails: Previous minutes, current agenda, drain flushing reminder, and emergent water interruption notice.