

# **Wiggins Bay Foundation, Inc.**

## **Meeting Minutes**

**September 26, 2024**

### **Call to Order**

The Board meeting of the Wiggins Bay Foundation, Inc. was called to order at 10:30 am on September 26, 2024 via Zoom Meeting and teleconference by Maureen Shallcross.

### **Proof of Notice**

The meeting notice was email to all owners as well as posted in a conspicuous location on the property more than 48 hours in advance of the meeting date in accordance with Section 720 of the Florida Statutes.

### **Establish a Quorum**

#### **Present:**

Maureen Shallcross, President  
Sue McGill, Vice President  
Bill Knab, Director  
Gina Chilcoat, Treasurer  
Mike Dean, Manager

### **Approval of Minutes**

Gina Chilcoat motioned to approve the minutes of the August 22, 2024 meeting min as presented. Bill Knab seconded the motion, and it was carried unanimously.

### **Treasurer's Report**

Gina Chilcoat gave the report. The reserve account balance is \$337,420.51. The CD that matured has been put into the operating account for now. The reserve CD will mature in December. Sue McGill suggested that a statement be sent out to any owners with a balance in an effort to clean up any small balances of pre payments. Maureen Shallcross moved to accept the treasurers report, Sue McGill seconded and the motion passed unanimously.

### **Manager's Report – Mike Dean**

- a. Gate House Roof – The roof will be torn off next week weather permitting. During this process the residents lane will also be the visitors lane to make room for the work to be done. Accommodations for the attendants will be made during this process.
- b. Remote Attendant update – The remote attendant system has been in place for a few months and has not worked as promised. St. Moritz has agreed to remove the

system and not charge us for it. The night shift attendant will continue to work the visitors side of the gate through the night for the foreseeable future.

c. Gatehouse upgrades – Proposals have been gathered for the renovation of the guardhouse interior and exterior. At the direction of the Board, Management has gone back to the contractors with a more specific scope of work. This includes moving from marble/Corian countertops to solid surface Formica or Wilsonart material. All fascia work will be completed by the roofer so that work has been removed. The type and tonnage of the A/C unit will be provided as well. Sue McGill made a motion to approve an amount not to exceed \$20,000 to do the renovation of the guardhouse. Maureen Shallcross seconded and the motion passed unanimously.

### **Committee Update**

a. Summit: Bill Knab gave the report on the Summit renewal status. The contract terms have been agreed and the schedule for implantation was discussed. Maureen Shallcross made a motion to approve the signing of the contract. Gina Chilcoat seconded and the motion passed unanimously.

### **New Business**

Florida Statute 720 Compliance – Maureen Shallcross talked about the 4 hour Board Member class she took. She recommended that all Board members take the course.

Governing Documents – are available on the community website. The associations Attorney said that we should take a look at the governing documents.

Community Access – The formation of a task force to help to understand what the community wants in regards to gate security was proposed. The goal would be to help the Board understand what the community wants in regard to gate access and security. The Presidents of all of the sub associations would be involved. Maureen Shallcross motioned to create a task force to figure out what direction the community wants in regard to the gate. Bill Knab seconded and the motion passed.

Open House Policy – The Board discussed the current open house policy and will be looking into changing it going forward. The hours for the open houses would be Saturday or Sunday only from 1-5 pm. All open houses would be logged in the guard house. No balloons or Realtor signs at the open house.

a. General Discussion – Reserve Study was discussed. The last time it was done was 2017. We will need to look at those numbers in the near future.

Maureen Shallcross moved to adjourn the meeting at 11:20 AM. Bill Knab second the motion and it carried unanimously.

Minutes submitted by: Mike Dean, Community Association Manager