

**Community Association Institute
Central Florida Chapter, Inc.**

Board of Directors Meeting
January 10, 2019
Ace Café, 100 W. Livingston Street, Orlando, FL 32801

Approved Minutes

Determination of Quorum: (a quorum was present as indicated by the attendees listed below.)

The following Board Members were present:

Lou Biron	President	Present
Leslie Ellis	Director	Present
Suzan Kearns	Director	Present
Michael Kulich	Treasurer	Present
Chuck Strode	Director	Present via telephone
Frank Ruggieri	Director	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Present
Matt Vice	Director	Present
Ken Zook	President Elect	Present
Vacant	Home Owner Leader	Not Present

Reini Marsh, Central Florida Chapter Executive Director was also present.

Call to Order: Ken Zook, President, called the meeting to order at 9:14 a.m.

Reminder Note: At the December meeting Reini handed out a Conflict of Interest Form all board members need to sign each year. If you did not get the form and/or have not completed it yet, please follow up with Reini to let her know.

MOTION: Robert Taylor made a motion that since there was not a quorum at the last two meetings the meeting notes from November 1, 2018 and December 20, 2018 be made a part of the official records. The motion was seconded by Ken Zook and passed unanimously.

Financial Report – Mike Kulich

Mike reviewed the December and YTD financials for the Chapter. Overall Mike reported a very favorable and strong financial position for the Chapter at the close of 2018. There was discussion about the revenue and expense for the Meet the Manager event category which Mike will review and report back to the board at the next meeting.

Financial Committee Charter – Robert Taylor

Robert reported that he is working to finalize the previously approved changes to incorporate the new Chapter policy for Contingency Funding into the existing financial management and investment policy operating procedures.

MOTION: Robert Taylor made a motion to initiate the board policy that was approved late last year to transfer up to 15% of the annual budgeted amount each year into a Contingency Fund (reserve type account) with the transfer each month of \$4,825.00 to the contingency fund with a goal of achieving a total of \$57,900 for the year. The motion was seconded by Lou Biron and passed unanimously.

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Reini reported that all of the Waterford Lakes Board Members and committee members, approximately 106 members, have now become members of the Chapter. This this moved the Chapter into the “Large Chapter” designation within CAI National. Ken Zook, Community Association Manager at Waterford Lakes, was instrumental in getting the entire master and sub association board and committee members involved in CAI. The Board recognized Ken for his extraordinary effort on behalf of the Chapter. Other Community Association Managers are encouraged to reach out to their board members and/or homeowner volunteers and management companies to encourage their participation in CAI and the local Chapter.

Governance Matters – Ken Zook

MOTION: Ken Zook made a motion to appoint the following Directors to the respective positions for the following year as listed below:

**President Elect – Mike Kulich
Vice President - Frank Ruggieri
Secretary – Kent Taylor
Treasurer – Leslie Ellis**

The motion was seconded by Robert Taylor and passed unanimously. Ken Zook requested that as part of his role of President Elect that Mike Kulich spearhead and coordinate the homeowner volunteer activities related to funds made available from the defunct Orange County Homeowner Association fund.

Vacant Director Position (Homeowner Leader Seat) – At the December meeting there was discussion on using a vetting process for any new board candidate particularly those that are not currently CAI members or new to the organization. The Nominating Committee would review candidate application forms and make a recommendation to the board. The board would vote on appointment of a candidate(s).

MOTION: Suzan Kearns made a motion that a call for a Homeowner Volunteer Board Member be sent to the membership to seek candidates for the vacant Director seat (Homeowner Leader seat). The motion was seconded by Ken Zook and passed unanimously. Reini Marsh will publish a call for candidates to the membership.

Committee Chairs & Board Liaisons for 2019 - The Board reviewed and appointed Board Liaison and Committee Chairs for 2019.

Committee	2019 Chair	2019 Board Liaison	2019 Events
Membership	Jessica Cox & Jason Martel	Leslie Ellis	Throughout the year
Communications	Ben Isip	Ken Zook	occasionally
Education	Trevor Brown & Fran James	Mike Kulich / Kent Taylor	Throughout the year
Social	Suzan Kearns	Suzan Kearns	3 – 4 times a year
Tradeshow	Gina Holbrook	Chuck Strode	March 22, 2019
FLA/LAC	Robert Taylor	Robert Taylor	Throughout the year
Annual Meeting	Ken Zook	Ken Zook	December 6, 2019
CARES	Jennifer Agravat	Suzan Kearns	Throughout the year
Golf	Scott Pollock	Matt Vice	October 2019
Meet the Managers	Chuck Strode	Chuck Strode	July 12, 2019
Chapter Party	Suzan Kearns	Suzan Kearns	May 16, 2019

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Committee Reports:

FLA/LAC – Legislature is back in session

Robert Taylor reported that there is a movement at the State level to realign the Arbitration Department and move it to a different agency. No further information is available at this time.

Lou Biron reported there is an effort by the insurance industry to limit exposure on water damage related claims by restricting subrogation and placing more of the financial burden on the Association and Property Manager. This is currently a fluid situation and one that will warrant monitoring and may require mobilization and involvement of leaders in our industry to get involved depending on the direction this heads.

Lou Biron also reported there is discussion within the legislature to increase the limits of guaranteed funds available to Condominium Associations from \$100K to \$300K in cases of insolvency of an insurance carrier.

UPCOMING EVENTS REMINDER: Board Members are encouraged to attend

February 7th: Leadership Forum Social in the Lobby of the Sheraton Orlando North in Maitland from 5:00 p.m. to 7:00 p.m.

February 8th: Florida Leadership Forum at the Sheraton Orlando North in Maitland from 8:30 a.m. to 4:00 p.m.

NEXT MEETING

The next meeting will be held at 8:30 a.m. at the Second Harvest Food Bank, 411 Mercy Drive, Orlando, FL 32805. This will be a breakfast chapter meeting and will begin at 8:30 a.m. The Board meeting will be held immediately following the Chapter meeting. The speaker topic is "Breaking Down the Bid" by Asphalt Restoration Technology Systems.

ADJOURNMENT

There being no further business to conduct, Ken Zook made a motion to adjourn the meeting which was seconded by Mike Kulich. The meeting was adjourned at 10:35 a.m.

Minutes prepared by Kent Taylor, CMCA, AMS, PCAM, Chapter Secretary