

**Crystal Bay Condominium Association, Inc.**  
**Board Meeting Minutes**  
**January 19, 2023**

**Directors in Attendance:**

Matt Shapiro, President  
Denis DeMarino, Treasurer  
Sara Blumberg, Director  
Tom Burke, Secretary  
Linda Schaffer, Director

**Also Present:**

Beverly Neubecker, L/CAM Ameritech Property Manager  
Guest speakers: Susannah Barnett & Justin from Morrow Insurance  
Multiple Owners were in attendance.

**MINUTES OF THE MEETING**

**Call to Order:**

Matt Shapiro called the meeting to order at 7:00 p.m. A quorum of the Board was established. All Board members were in attendance.

Guest speakers Susanna with Morrow Insurance and her co worker provided a brief synopsis of the current market and what associations are dealing with. Susannah also noted what her company can do to assist Crystal Bay.

**Waive the reading and approval of previous meeting minutes;**

Linda Schaffer moved to waive the reading and approve the minutes from the November 28, 2022 meeting.

**Treasurer's Report:**

The Treasurer's Report was given by Denis DeMarino, Treasurer. Denis stated that due to slow payers the budget is short approximately \$29,000. Hopefully, those delinquents will clear up before the end of the month.

Denis stated that reserve funds have been moved to a higher interest bearing account with Flagship bank at 3% interest.

**Insurance Renewal:**

Linda Schaffer explained her conversation(s) with the current insurance agent Adam Lopatin with USI Insurance. Linda explained the recent & current market has less carriers to choose from creating the issue with costs rising for insurance. Linda stated that the quotes from Robert Whitcomb the roofing consultant needed to be obtained and a signed contract in place before renewal April 1, 2023, otherwise the association will not be able to get coverage.

**Roof Status:**

Linda moved to move forward with all buildings for roof replacement, seconded by Sara Blumberg, after some discussion, all approved.

**Plan for State Inspection:**

Beverly Neubecker explained the State requirements for the milestone inspection and reserve study. The association has no choice but to move forward with these inspections by the end of 2024. Management is in process of obtaining quotes from qualified engineering firm. Phase II will be a secondary inspection if anything is found to be needing to be addressed in the milestone inspection. Once phase II is completed; 360 days will be allowed to get everything completed.

**NEW BUSINESS:**

**Management Contract:** Matt stated his desire to remain with Ameritech Management after reviewing all and speaking with Michael Perez. Linda moved to renew Ameritech Management for the next two years at no increase, seconded by Tom Burke, all in favor, carried.

**Management/Maintenance roles:** Matt stated that he wanted to review the maintenance role and develop a more efficient scope of getting items completed. Beverly will provide scope of work for Board review. Beverly requested an authorized thresh hold for purchases/repairs. Linda moved to approve a thresh hold of \$750 , seconded by Sara. There was discussion, all approved with the exception of elevator invoices/repairs. Those should be sent to the Board for review. All in favor, carried.

**Plans/Goals for 2023:** Matt stated that he wants to have a smooth transition with the Board and visit all of the items of large scale and keep moving forward in a positive direction.

**OPEN FORUM:**

Several owners asked questions, and the Board answered, mostly regarding the milestone inspection and insurance.

**ADJOURNMENT:**

Linda Schaffer moved to adjourn the meeting at 8:48 p.m., seconded by Tom Burke, all in favor, adjourned.