



Outdoor Resorts at Long Key a Condominium  
P.O. Box 816 Long Key, Florida 33001

**BOARD OF DIRECTORS' MEETING**

Date: Saturday, August 10<sup>th</sup>, 2019 Stan Roe. Time: 9a.m

**Attendance:**

<input type="checkbox"/> Allan Ortman	<input type="checkbox"/> Med Espinosa	<input type="checkbox"/> Tony Reyes
<input type="checkbox"/> Bart Wilenski	<input type="checkbox"/> Ron De Marco	<input type="checkbox"/> Vivian Catá
<input type="checkbox"/> Manny Hernandez	<input type="checkbox"/> Ron Trice	<input type="checkbox"/> Viviana Ramos-Perez

**Motion Sheet**

**Allan Ortman (President) – Motions (A-G)**

A. Motion: I move for the Board approve to waive the reading of the minutes of the Board of Directors Meeting of July 13<sup>th</sup>, 2019.

Second by: \_\_\_\_\_

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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B. Motion: I move for the Board to review and assign monetary fines to violations accrued in ORLK.

Second by: \_\_\_\_\_

Rationale: Amendment to Chapter 718 requires the Board, in an open meeting, to assess fines relating to park violations.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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C. Motion: I move for the Board to amend the current Marina Slip/ Lot 9 Lottery Application to include updated information and clarification of lottery eligibility.

Second by: \_\_\_\_\_

Rationale: Lottery application continues to be revised as potential errors and problems are identified.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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D. Motion: I move for the Board to approve a special owner's meeting on October 19<sup>th</sup>, 2019.

Second by: \_\_\_\_\_

Rationale: To bring the membership of two proposal.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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E. Motion: I move for the Board to approve changing the common element consisting of "Owner's Storage Area" from its current use to an exercise facility for use by all residents of ORLK.

Second by: \_\_\_\_\_

Rationale: Board approval is required to bring this motion to a meeting and vote of the unit owners scheduled for October 19, 2019. This motion eliminates storage for approximately thirty (30) owners that utilize this area for an undetermined amount of time to the exception of all other owners, and provides an area that is accessible to all residents

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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F. Motion: I move for the Board to approve changing the common element consisting of "Resident Bathhouses" to reduce the current footprint to allow for a smaller separate men's and women's facilities and reallocate the additional space for storage purposes.

Second by: \_\_\_\_\_

Rationale: Board approval is required to bring this motion to a meeting and vote of the unit owners scheduled for October 19, 2019. This motion provides for separate bathroom/toilet facilities for both men and women while reducing the size of the lavatory area and creating a larger area for alternative storage purposes.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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G. Motion: I move for the Board to approve a salary increase of 4% for the park manager, retroactive to his yearly anniversary date of June 18, 2019, funds to come from Manager Payroll account # 04445-000.

Second by: \_\_\_\_\_

Rationale: The Park Manager's salary is controlled by the Board of Directors and he/she does not receive the annual salary increase afforded to other employees. Mr. Ross's last salary increase was at the successful conclusion of his 90-day probationary period.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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**Viviana Ramos - Perez (Secretary) – Motions (H)**

H. Motion: I move for the Board to approve a Paid Time Off Policy for full time employees of Outdoor Resorts Long Key.

Second by: \_\_\_\_\_

Rationale: Existing policies were divided among vacation, personal and sick time. A Paid Time Off approach provides employees with more flexibility in using paid time off. A cost analysis was completed resulting in no immediate cost to Outdoor Resorts. The new policy establishes the following:

- A Paid Time Off program vs. Vacation, Personal, or Sick time.
- A grandfathered plan for employees with 5 years or more of service
- A generous policy for other staff.
- As employee’s turnover and positions are replaced, the grandfathered plan will be eliminated.
- Employees will be allowed to start using Paid Time Off after 6 months of employment.
- Employees will be allowed to roll over 40 hours into the next calendar year and will be eligible for Paid Time Off payout at the end of the year for hours exceeding 40 hours and at termination of employment.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

**Motion Outcome:**     Passed     Did not Pass

**Bart Wilenski (Director) – Motions (I-J)**

I. Motion: I move for the Board to approve switching the accounting and management software from Tops Professional to Tops1. The additional cost is \$120.00 per month, a \$700.00 setup, training, and installation fee, funds to come from the Computer & Software Account # 04432-000.

Second by: \_\_\_\_\_

Rationale: The change in software will improve functioning of our staff, provide better record keeping, and update our checking signatories

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_  
Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

**Motion Outcome:**     Passed     Did not Pass



**Outdoor Resorts at Long Key a Condominium**  
**P.O. Box 816 Long Key, Florida 33001**

J. Motion: I move for the Board to approve switching our web hosting company from FrontStep to My Community Site.com (Shyft Marketing). The cost is \$684.00 per year and a \$100 one- time fee for initial setup and training, funds to come from the Computer & Software Account # 04432-000.

Second by: \_\_\_\_\_

Rationale: The switch will save us about \$1,000 per year and requires no maintenance or support from our staff other than sending them information. Shyft has partnered with our law firm to make sure that all information required by law is included and that what we post is legal.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	_____ Passed	_____ Did not Pass
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Adjournment @ \_\_\_\_\_ a.m.

Motion for Adjournment: \_\_\_\_\_

Signed: \_\_\_\_\_ **Viviana Ramos-Perez (Secretary)**