

**Siesta Isles Association Board of Directors Meeting  
November 19, 2020**

**Call to Order, President Pamela Akins – 7:07**

**Board Attendance (✓attending)**

✓Pamela Akins, President	✓Caren Levin, Vice President
✓Janet Emanuel, VP of House Plans	✓Ted Ritter, Secretary    ✓Harold Ashby, Treasurer
✓Judie Berger	✓Tammy Dentici    Catherine Hay    Bill Hewitt    ✓Clay Keeley
✓Fred Levin	✓Kumar Mahadevan    ✓Jerry McLaughlin

**Approval of Minutes:** Meeting Minutes for 10/15/20 Board Meeting – Fred moves to approve. Janet seconds. All in favor. Motion carries.

**President’s Report:** Pam Akins

Nominating Committee:

- Pam has created a nominating committee. Pam proposes the nominating committee with Pamela Akins, Chair; Caren Levin, Kumar Mahadevan, Pat Bennison, Ernie Chartier. Janet moves to approve. Judie seconds. All in favor. Motion carries.
- Ted, Janet, and Kumar are at the end of their 2 3-year terms. The Board can approve someone continuing for another term. Pam asks for the board approval to have Janet continue for another term. Fred moves. Kumar seconds. All in favor. Motion carries.

**Treasurer’s Report:** Harold Ashby – Report submitted. Current balance is \$33,341. Kumar moves to accept the Treasurer’s report. Caren second. All in favor. Motion carries.

Insurance Policies –Harold recommends changing Bylaws related to signature requirements for checks. Pam proposes a committee to review Bylaws and develop recommendations on changing the Bylaws (Fred offers to chair the committee). Caren moves to add Harold’s notes on the Insurance Policy to the minutes. Janet seconds. All in favor. Motion carries. (see below).

**Correspondence:** 803 Paradise Way – Request from a Mortgage company. Harold handled the request.

**Committee Reports**

House Plans, Janet Emanuel

- Lot 37, 5447 Cape Leyte, pre-existing setback encroachment variance – We previously provided a variance. We will reissue the variance. We agree to charge \$150 (membership fee) since there was confusion over the homeowner renewing their current SIA membership.
- Lot 118, 5552 Shadow Lawn Dr., pre-existing setback encroachment variance. 4.9’ on one side, 0.5’ on the other side. 0.6’ on the front. Harold moves to grant variance. Caren seconds. All in favor. Motion carries.
- Lot 178, 801 Idlewild, pre-existing setback encroachment variance 0.5 pool cage, 11.6’ front setback. The Board provided a variance for construction started in the 1980s. There is no record of the details of the variance. Janet proposes we provide a variance with our standard verbiage about restrictions to improvements or building new structures. Kumar moves. Harold seconds. All in favor (one abstention). Motion carries.
- Lot 119, 5556 Shadow Lawn Dr., pre-existing setback encroachment variance – One corner encroaches 0.2 feet into side setback. Fred moves. Kumar seconds. All in favor. Motion carries.
- Lot 143, 5450 Shadow Lawn Dr., No application, yet, but there are pre-existing setback encroachments.

Compliance, Fred Levin

- Lot 10, 5249 Cape Leyte Dr., Estate of George Babigian – Fred is going over to the house.
- Lot 161, 5377 Shadow Lawn Dr., rental issues (VRBO) (Roberts) – Homeowner is advertising minimum of 2 nights stay – We are requesting that the resident who called this to our attention contact the County.
- Lot 255, 5507 Contento Dr. trailer in driveway (Petros?) – Fred met with the renters. They are using the trailer for moving. After the next load, they will sell the trailer.

Directory, Judie Berger – No update.

Entrances/Landscaping, Jerry McLaughlin – Had the backflow preventers inspected. Putting up Christmas decorations on 11/24/20. All lights and sprinklers are working properly.

Hospitality – No update

Membership, Caren Levin – 143 current members.

Newsletter, Pam Akins – Pam is working on the Newsletter. There will be a long article about the SK Coalition related.

Records Retention, Catherine Hay

Security, Bill Hewitt

Technology, Ted Ritter – We need to figure out how to do an Annual Meeting online.

Liaison, Tammy Dentici -

- Wastewater Treatment Plant – They've pressure washed and painted the tank. They are planting foliage.
- SK Coalition/Siesta Key Association – Grand canal will be 100 years old in 2025. There is an interest in the mini-reefs. SKA is considering supporting funding.

### **Unfinished Business**

We discussed challenges of short-term rentals in SIA. Should the Board be more involved in this? Fred suggests that Section 1 is broad enough for us to take a role in short-term rentals in terms of notifying the County when we learn of short-term rentals. We will bring this up at the December meeting.

Harold mentioned that we need to consider how to stimulate renewals that we would normally get at an annual dinner.

### **New Business**

Board Meeting 12/17/20: Online.

**Adjourn** – Kumar moves to adjourn. Janet seconds. All in favor. Meeting adjourned 8:43 PM.

### **Note from Harold Ashby about Insurance, sent to Board members via email on 11/18/20**

Dear Board Members,

Following is a brief summary of the Association's insurance. I'm providing it ahead of the Thursday Board meeting for your review. It will be on the meeting agenda for discussion.

Our annual insurance policies renewed as of November 1, 2020 for a one year term. I have reviewed the Association's insurance policies and discussed our coverages with Diane Fager of Purmort & Martin, our insurance agent. This memo summarizes the Association's insurance coverage as I have been able to decipher it.

Commercial General Liability Coverage - Aggregate Coverage Limit of \$2,000,000 - Annual Premium \$670. This is a standard package policy for associations that covers all sorts of liability risks that may emerge. Coverage includes any damages awarded plus the cost of defending any claims against us.

Community Association Directors & Officers Liability - Aggregate Coverage Limit of \$1,000,000 with Sublimit coverages of \$100,000 for investigative costs and \$20,000 for Excess Benefit Transaction Tax - Annual Premium \$1,230.

This is also a standard package for associations. The Sublimit Coverage for Excess Benefit Transaction Tax relates to associations that have financial transactions between the association and its directors and officers. That doesn't apply to us, but it's part of the package. Coverage includes any damages awarded and the cost of defending claims against us.

Employment Practices Liability - Aggregate Coverage Limit of \$1,000,000 - Annual Premium \$250

This coverage includes any claims resulting from a whole host of employment practices (such as illegal discrimination, harassment, etc.) involving employees, prospective employees, volunteers, etc. It does not cover independent contractor's claims. I discussed with Diane Fager the fact that SIA has no employees and, therefore, this coverage doesn't seem to be necessary. She countered with a strong recommendation that we keep the coverage because it protects us in any case where we are selecting or working with anybody who would fall under the definition of employee, including volunteers, directors, prospective directors, etc. I think the risk is pretty low, but I didn't pursue the discussion further because it only costs \$250.

Crime Coverage - Aggregate Limit \$50,000 - Annual Premium \$250

This policy covers employee theft of the Association's funds. For purposes of this policy, the definition of "employee" includes the Association's officers and directors. This coverage would reimburse the Association in case a director or officer steals the money in our bank account or money collected for the Association (e.g., cash collected at the door of the Annual Dinner) before it gets to our bank account, subject to a \$1,000 deductible.

Following is my assessment of the risk:

- Our bank balance runs in the range of \$30,000 to \$40,000 at any time.
- Although the Bylaws require two officers (President or Vice President and Treasurer or Secretary) to authorize any withdrawal of funds, we have not followed the Bylaws in a long time. Our current practice is the Treasurer deposits funds received and disburses funds without further authorization. The President also is an authorized signer on the bank account, but rarely performs any banking functions.
- Currently the President and the Treasurer have access to the bank account online and can therefore view activity in the account at any time. The Treasurer accesses the account several times each month as part of his regular duties and would notice, after the fact, if there has been any unauthorized activity. The President accesses the account periodically.
- The Bylaws include the following language: "The Treasurer...shall tender bond (at the expense of the organization) in such amount as the Directors may at any time require..." This is somewhat antiquated language calling for this type of insurance coverage at the discretion of the directors.
- The Association's finances are audited annually by a committee of members appointed by the President.

The risk of loss is low, but the premium is also low. However, we should change the Bylaws to conform to current practices.

Harold