

RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION
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ANNUAL OWNERS MEETING
2ND NOTICE OF ELECTION and MEETING AGENDA

Saturday, December 11, 2021

Manatee Room – Bradenton Area Convention Center
1 Haben Blvd, Palmetto, FL 34221

10:00 AM: Call to Order

- **Collection of Ballots**
- **Proof of Meeting Notice**
- **Approval of the 9/15/21 Special Members Meeting Minutes**
- **Approval of the 12/12/20 Annual Meeting Minutes**
- **Review of Financial and Budget Report**
- **Slip Sales and Leasing Update**
- **Board of Directors' Election**

Adjournment

- **Budget Approval and Organizational Meeting of the New Board of Directors to immediately follow the Annual Meeting**

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION
ANNUAL OWNERS MEETING
DECEMBER 11, 2021
MEETING MINUTES**

*Approved
12/10/22
at Annual
meeting*

Location of Meeting: Manatee Room of the Bradenton Convention Center at 1 Haben Blvd., Palmetto, FL 34221

Board Members Present: Michael Harris, Barry Allen, Gary Schuster, Anthony Shoaf
Anthony Shoaf (delayed arrival, noted arrival in narrative)

Marina Staff Present: Bill Chamberlain, Lucas Knuttel, Peggy Trotter

- 1) Meeting called to order by Michael Harris at 10:05 AM on December 11, 2021
- 2) Confirmation of Proper Mailing of Meeting Notice by Peggy Trotter
- 3) Approval of 9/15/21 Special Members Meeting Minutes – Motion by Harris to approve, seconded by Schuster and approved, with no opposition, by RDMCA members present at meeting.
- 4) Approval of 12/12/20 Annual Meeting Minutes – Motion by Harris to approve, seconded by Schuster and approved, with no opposition, by members present at meeting.
- 5) Review of Proposed 2022 Budget given by Barry Allen
- 6) Slip Sales, Leasing and Fuel Sales update given by Bill Chamberlain
- 7) General questions/comments by members
- 8) Board of Directors' Election – Top voted three candidates – Barry Allen and Gary Schuster remain on Board for another term and Jamie Switzer welcomed to the Board. Appreciation expressed by Harris of Steve Immerman for running for the Board.
- 9) Continued general questions/comments by members
- 10) Adjournment – Motion to adjourn made by Harris and seconded by Schuster, and Annual meeting adjourned by members, with no opposition, at approximately 11 AM

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION
GENERAL NARRATIVE OF ANNUAL OWNERS MEETING
DECEMBER 11, 2021**

The Annual Meeting of the Riviera Dunes Marina Condominium Association was called to order at approximately 10:00 AM on Saturday, December 11, 2021 by President Michael Harris. The other Board members that were also present were - Barry Allen and Gary Schuster. Anthony Shoaf was not present at the beginning of the meeting, but he did arrive during the meeting. Also present by invitation were Bill Chamberlain – RDMCA General Manager, Luke Knuttel – Dockmaster/Assistant Manager, Peggy Trotter - the Office Manager, and Shana Arredondo – the Office Assistant. The attached list (exhibit 1) represents the voting interests present at the meeting. Harris said that all the election ballots should have been turned into Trotter by now. He also asked Trotter whether the meeting notice had been properly posted and mailed, as required, and she confirmed that it had been. A quorum of the members was not required as there were no matters of business to be voted on other than the Election of Officers.

Harris stated that the meeting minutes from the Special Members' Meeting held on 9/15/21 needed to be approved. He asked if there were any questions, and there being none he made a motion to approve the minutes, which was seconded by Schuster. Harris then asked for all members to reply "Aye" if they approve the minutes, and then "Nay" if they didn't want them approved. There were many affirmative votes and no negative notes, so the minutes from the 9/15/21 Special Members Meeting were approved.

Harris then explained that the meeting minutes from last year's Annual Meeting that was held on 12/12/20 also needed to be approved. Again, he asked if there were any questions and there were none so he made a motion to approve last year's annual meeting minutes which had been sent to all owners before the meeting. Schuster seconded the motion, and then Harris again asked the members to reply "Aye" if they approve the 2020 annual meeting minutes, and then "Nay" if they didn't want them approved. There were many affirmative votes and no negative notes, so the minutes from the 2020 Annual Meeting that was held on 12/12/20 were approved.

Harris then stated that he had a few comments, which he hoped would be beneficial. He thanked the members that attended the meeting for being there, and stated that he thinks RDM is a great marina and he believes most people agree with him. He then acknowledged the entire RDM staff by name and said he appreciated their hard work. Harris also stated that this is his first address to RDMCA members as Board President, and he said that this has been a busy year for him and the Board especially because of the unanticipated issues with the Master Association that they have been dealing with. He said that the current status of the lawsuit against the Master Association was that they had met for mediation but the issues had not been resolved yet, and he hopes that after the holidays, the parties will work to resolve the issues for good, so that RDMCA members don't have to deal with the same issues later on. He stated that nearly \$24,000 has been spent on the lawsuit to date. Harris then explained that the two biggest areas of concentration that the Board would be focusing on next will be the reserves and the reserve study that will be completed once condominium statute changes regarding reserves come out.

He also recognized that it is obvious that the dock resurfacing that had been done a couple years before in order to protect under the docks does not appear to be holding up well and that if the docks underneath are not protected as they should be then it will be expensive to fix. This will not be done until after the reserve study is completed, though.

Harris said that notices of Board meetings will be emailed to members going forward in hopes that more members will attend and participate in Association matters. He also stated that the Board still wants to re-do the RDMCA governing documents, but that the legal issue with the Master Association had put doing so on the back burner. It is still the goal of the Board to prepare updated RDMCA documents to present to the members for approval. Finally, Harris thanked the members for their support to the Board, and he introduced the Board in case any members present were not already familiar with them.

Harris then introduced Barry Allen, RDMCA's treasurer, to give a review of the financials and the 2022 budget. He explained that the quarterly assessment will be going up nearly \$50.00 per quarter, which is not significant. He noted that the reserve committee is waiting for the reserve study to be completed, and once done if the assessments need to be amended, then we will let the members know, of course. He pointed out that of the more \$1.8 million in expected RDMCA revenue for 2022, only about 0.8 million of the revenue comes from assessing the members since we get the other \$1 million of revenue that is needed in order to operate the marina at its high-class status from other sources – slip rental and sales, fuel sales, and restaurant/office property rental. He then detailed the income from each category of the proposed budget that was sent to all members. He then explained that the increase in Condominium expenses as listed on the budget from \$313,000 to \$352,000 was mostly because of the anticipated expense of the lawsuit, an increase in marina insurance rates, and an increase in labor expense. He then explained that we try to keep fuel costs at 75%, meaning for every \$1 fuel sold, we make about 25 cents, so our net profit expected for 2022 is about \$135,000, which reduces the amount of assessments by that amount. He then explained that the marina expenses have gone up by about \$37,000 mostly due to an increase in labor and health insurance costs. (Shoaf arrived at this point). He then mentioned that the marina building expenses haven't gone up significantly, nor has the expenses for the nine slips that the marina owns. He stated that the goal of the budget is to be at zero between income and expenses at the end of the year, and that is how we get to the assessment amount required by the members. After completing his review, Allen asked if there were any questions, but there were none.

Next, Bill Chamberlain gave his update on slip sales and leasing. To start, he gave a summary of slip sales for 2021, which will be 37 slips that have changed ownership during 2021. This is 22 slips more than what was sold in 2020, which is quite a surprising increase. He explained that 18 of those were sold through RDM Sales & Leasing, LLC and the rest were private sales. He noted that we have seen a very nice increase in the sale price or value of the slips, which we hope continues. At this time, we only have 2 slips available for sale through our office. Chamberlain then explained that our lease rates increased in April by \$2/foot, and will increase again by \$1/foot as of January 1, 2022. He said they monitor what the other marinas are doing to stay in range of the market rate. Slip occupancy is currently at 95%, which is the highest that the marina has ever experienced. In 2017 we had about 70 slips in the rental program, while currently we have about 130 slips in it.

Chamberlain also mentioned that our fuel sales have been way higher than we anticipated. He said we did well with fuel sales in 2020 and had hoped to maintain that, but this year has been even more profitable.

After Chamberlain's update, Harris invited the members to come up to the podium if they had anything at all that they wanted to address. Peter Korrie, a slip owner, chose to stay at his seat, but he stated that he feels that having only one fuel line makes the fuel dock inefficient. He feels that adding another fuel line for both diesel and gas would make it more efficient and improve the profitability. Harris stated that it was a good suggestion. Scott Slater, another slip number, stated that he thought that a previous Board had looked into getting bigger lines, but that the number was astronomical. Slip owner, Ben Weiner, asked if our pricing, being the lowest priced in the area, helps us be so profitable. Chamberlain said that although it helps, boating has just exploded since Covid, and that it the biggest reason for the increase. Lowie Bock, a slip owner, stated that the comments from transients and new boaters about our staff are extraordinary, so we are doing well with the hiring process of our staff. Korrie stated that the docks have accumulated a lot of barnacles, and he was wondering if we can get the barnacles scraped, and also has the Board looked into getting ladders strategically placed in case a person were to fall in the water so that they can avoid getting hurt from the barnacles as they get out of the water. Chamberlain stated that getting ladders was looked into a few years ago, but one of the issues was that no matter where they are placed a person in the water is still going to have to swim some distance to them, and on a legal standpoint some attorneys for marinas have said putting ladders in may encourage swimming, which we don't want to do. He did say they can look into it again, though. Allen said that another issue with the ladders is where to put them and having them encroach on members' docks. Shoaf also states that if the ladder isn't kept completely barnacle free, someone could still get hurt, so the ladders would have to be meticulously maintained. Chamberlain said the ladders they had looked at stayed above the water, and someone would have to release a latch to get them in the water. Switzer suggested putting the ladders in the slips with the transformers. Slater mentioned that most people have ladders on their boats, and someone else mentioned that if they went in the water, they would look for someone's swim platform. Harris did acknowledge Korrie's point that a better job needs to be done with scraping barnacles. Luke Knuttel, the Dockmaster/Assistant Manager stated that his staff is working on cleaning the barnacles off of both the docks and pilings.

Harris then asked Trotter if she, Knuttel and Arredondo had completed the counting of the ballots, to which she replied they had. She announced that Barry Allen and Gary Schuster will continue on the Board, and that Jamie Switzer has also been voted onto the Board as these three candidates had the most votes. Harris then mentioned that they were very fortunate to have four great candidates and that he is sure that Steve Immerman, the fourth candidate, will be on the Board before too long. He said that Immerman is a first-class, quality guy that he says people will get to know as they prepare him to be on a future Board.

Harris asked if there were any other questions and Mrs. Bock asked for an update regarding security gates. Harris told her that we have put money in the budget for 2022 to extend the gates around so that people can't get on the docks by land except by through the gate doors. He expects this to project to cost \$40-50 thousand. He explained that a night guard would be about \$50,000 per year, so the one-time expenditure for the new gates seems like the best option. Kevin White, a slip owner, asked if the vendor codes disable at 5 PM, and Chamberlain said they do not. He said they are looking into upgrading the access system so that the access card for the parking lot would also get you into the gates and into the restrooms and laundry room. With this new system, he says they can still have a code for the vendors to get into the marina that can be turned off at a certain time and only the cards would work at that point. Bock asked if the gate cards would have an identifier and she was told that yes, they would.

Weiner confirmed that guests would have to wait for their hosts to come up and greet them and let them in. Knuttel stated that he is getting to know a lot of the vendors/contractors and he is noticing that a lot of them are getting the code from the boater instead of getting the vendor code from the marina office. White stated that boaters should get fined if their vendors don't sign in as required. Todd Spiotta, a slip owner, said he has noticed contractors working late at night and on Sunday. Schuster wondered about food delivery people and if we have a problem with them passing our code around to people, and Knuttel stated that isn't an issue here at the marina as food deliveries don't go down to the boats. Weiner mentioned that fobs might be better than cards. Phil Doherty, a slip owner, mentioned finger print recognition. Allen wondered about the expense of that.

Korrie asked for an update on the status of the property west of us that is currently occupied by the Circus. Switzer said that as of now, there was nothing happening since the potential developers had presented a plan for 30 units per block to be financially profitable, but the hurricane evacuation survey only allows for 10 units per block so their project was permanently cancelled as it wasn't financially feasible. Barrie Romkey, a slip owner, said that he thought that the space was initially supposed to be commercial, retail space, and the concept was supposed to be similar to our own little St. Armand's Circle. Harris told him that it was a combination, and Switzer confirmed that it was planned for mixed use, but with a density cap. Harris stated that the RDMCA Board of Directors do not have an official opinion, but he did say that other people around the marina need to be able to control what goes into that space as it will affect them more. The marina has very little votes when it comes to that.

Romkey asked Chamberlain what percentage lower than other marinas do we sell our fuel for. He said that we are usually 10-15 cents below others, and other times we are even with the other marinas, and the occasionally we have been 30-40 cents lower. Romkey stated that his thought on that is that he realizes there is a balancing act with pricing, and if we can get more profit with less volume than that might be better than paying for additional fuel lines. Spiotta asked what happened to the grant money, and Chamberlain explained that the grant money is going to be for the pump out system, not the fuel dock. Spiotta then asked if there was grant money available for the fuel dock, and Chamberlain stated that there is a boating infrastructure grant that is for dockage systems and fuel dock upgrades, but that is based on more transient dockage, which we don't have much of.

There being no other questions or concerns, Harris made a motion to adjourn the meeting, which was seconded by Schuster, and then agreed to by the members at approximately 11 AM.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Peggy Trotter', with a long horizontal flourish extending to the right.

Peggy Trotter
Assistant Secretary