

Approved at  
9/16/23 Board  
meeting

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION  
BOARD MEETING  
JUNE 3, 2023**

**Meeting Minutes**

Location of Meeting: Captain's Room of Dockside at Riviera Dunes Restaurant  
102 Riviera Dunes Way, Palmetto, FL 34221

Board Members Present: Physically Present: Michael Harris, Gary Schuster, Anthony Shoaf, Jamie Switzer, AND Present Via Zoom: Steve Immerman

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

Other Non-Members Present: John Westerholt (Zoom meeting assistant)

Attendance Sheet Signed by Members who were present, and those verified to be present by Zoom are also noted on the attendance sheet.

- 1) Meeting called to order at 9:00 AM by Michael Harris
- 2) Confirmation by Trotter of proper noticing of this board meeting, as well as a quorum of board members with all present either in person or by Zoom.
- 3) Motion to approve meeting minutes from 3/14/23 board meeting made by Schuster and seconded by Switzer; unanimous affirmative vote by all five board members to approve the minutes as provided.
- 4) Notice that the contract for cable won't be renewed in October, but Wi-Fi will be upgraded to accommodate more streaming by boaters.
- 5) Notice that Dockside provided proper notice to exercise their 5-year renewal option.
- 6) Update that most people have increased vessel liability to required \$1,000,000 in coverage.
- 7) Update on lawsuit with Master Association
- 8) Update on progress of updating declarations to present to membership for approval later this year.
- 9) Update on security upgrades that have been made.
- 10) Announcement that General Manager, Bill Chamberlain, will be retiring 6/30/23 and Lucas Knuttel will become general manager upon Bill's retirement.
- 11) Review of the audited 2022 financial statements and of the 1<sup>st</sup> quarter 2023 financials by Jamie Switzer
- 12) Motion to adjourn by Harris, seconded by Schuster and unanimously agreed to by all Board members at 9:55 am.

## **General Narrative from Board Meeting Held on June 3, 2023**

Board President, Michael Harris, called the meeting to order at 9 am, and he asked Trotter to verify that the board meeting had been noticed, which she confirmed it had, and that there was a quorum of Board members, which she verified that four were physically present and Steve Immerman was present via Zoom.

Harris then stated that this meeting was to update RDMCA members on various happenings within the Association, and he said the Board will take questions at the end of the meeting. He also stated that there were no issues being voted on today, but that the meeting minutes from the meeting held on March 14, 2023, need to be approved. Schuster made a motion to approve those minutes, Switzer seconded the motion, and the five board members all agreed to approve the March 14, 2023, meeting minutes as provided.

Harris then asked Switzer to start with the first of their list of informational topics, so Switzer did so by explaining that the cable contract will not be renewed in October 2023. He said the cable is fed into a failing infrastructure out to the docks and it is just not worth the high cost of \$28,000 per year when so many people have turned to streaming services anyways. He said that the plan was to significantly upgrade the onSpot Wi-Fi to best accommodate the increased streaming, and he noted that boaters will need to have Smart TVs in order to stream. He also said that Immerman will lead the charge in upgrading the Wi-Fi, and he said he believes the upgrades will be doable and inexpensive.

Switzer then shared that the Dockside restaurant has given notice that they will exercise their 5-year renewal option when it renews in October of this year.

Switzer then said that Harris had a quick update on the status of boaters getting their vessel liability insurance increased to the \$1,000,000 that is required per the governing documents. Harris stated that there are about 20 people who still need to increase their coverage, and that about 50 people are using an umbrella policy to meet the 1,000,000 which is not really what the documents allow as they say that the coverage must be \$1,000,000 and list RDM as additional insured. He said many umbrella policies won't list the marina as an additional insured. If they do so then that's fine, but if not then it doesn't really meet the requirements in the documents. He said that the marina office staff has a list of agents they can share with the few boaters that still need to increase their coverage that can be contacted. He said that he is aware that some boaters have had a harder time than others getting their coverage increased, but that it is doable. He said they still need to verify if the umbrella policy without listing the marina as additional insured would be okay or, if not, either possibly give those boaters with an umbrella policy a grace period to get vessel liability coverage of \$1,000,000 or possibly change the governing documents.

Switzer then gave a brief update on the lawsuit against the Master Association. He said the Master Association needs to file their documents with the judge, as we have already done, and then the judge will look at both to make a ruling. Harris said that both attorneys must first agree to the facts of the documents before the judge will review them and make his ruling. He also said that the Master Association attorneys are paid for by their insurance company that carries

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION**

**NOTICE OF BOARD OF DIRECTORS MEETING**  
**OPEN TO ALL ASSOCIATION MEMBERS**

**DATE & TIME: SATURDAY, SEPTEMBER 16, 2023, AT @ 9:00 AM**

**LOCATION: DOCKSIDE AT RIVIERA DUNES RESTAURANT  
IN THE CAPTAIN'S ROOM  
102 RIVIERA DUNES WAY, PALMETTO, FL 34221  
(ALSO AVAILABLE VIA ZOOM)**

**AGENDA**

- **Call to Order @ 9:00 AM**
- **Proof of Meeting Notice**
- **Approval of Meeting Minutes from 6.3.23 Board Meeting**
- **Budget/Reserve Update**
- **Board Discussion/Action on How Much of the 4<sup>th</sup> Quarter's \$1,063 Dues Will Be Reallocated from Operating Expenses to Pooled Reserves.**
- **Security Update**
- **Cable Update**
- **Set Date for Annual Meeting**
- **Adjournment**



the D&O insurance for those Board members that were on the Master Association board at the time, but none of those board members are around anymore. Switzer said he expects that this will be behind us in the next 90-180 days.

The next update was regarding revising the RDMCA declarations. Harris said that the focus group hasn't worked out like he had hoped but he wants to send out 3 to 4 proposed changes to the declarations to the members in the next couple of months. He said the insurance item may or may not be included, there are corrections that will be made, and he would like to make it easier to make amendments in the future. Switzer acknowledged that the 200-page governing documents are hard to read, and they hope to make them easier to understand. He also said that with the way the documents are now, 75% approval from the members will be required, which will be a challenge since we couldn't even get 50% to respond on the 70-604 IRS ruling that was to be voted on at the annual meeting.

Switzer asked Knuttel to give an update on the security upgrades. Knuttel stated that the new Brivo security system has been 100% installed and the access cards are working, the Wi-Fi and Bluetooth system is working with the gates, and they will be contacting owners and boaters in the next week or two to try out the mobile access with the phone app. Shoaf commented that users will need to be sure that their Bluetooth is on so that the access via the app will work. Knuttel also mentioned that the system has a battery backup, so even if the Wi-Fi is off, the system will still work.

Switzer then announced that there will be a changing of the guard as Bill Chamberlain will be retiring at the end of this month. He said that we are very fortunate that Chamberlain hired Knuttel and has been training him to take over as the new general manager upon his retirement. Harris acknowledged that Chamberlain has done a great job as general manager for RDMCA these last several years, and he can't say enough good things about him, and that we are also fortunate to have Knuttel taking over the reins when Chamberlain retires. Harris said that Chamberlain has earned his retirement and he wished Knuttel good luck. Immerman thanked both Chamberlain and Knuttel for their hard work.

Switzer then went on to give a review of the 2022 year-end CPA audited financials for RDMCA. He stated there were no issues found in the audit. He explained that RDMCA files as a regular corporation, but only the commercial revenue consisting of slip rental and sales revenue and fuel revenue are subject to tax. Member contributions are not. Our taxable income for 2022 was about \$45,000. He also explained that there had been about a \$600,000 loss carry forward from when the parking lot was built that has been used to cover any excess income for RDMCA over the last few years, and that as of the end of 2022 there was still about \$165,000 carry forward left for the future after the \$45,000 from 2022 had been applied. Switzer stated that if anyone had any questions, he would be happy to answer them. There being no questions, he then reviewed the 1<sup>st</sup> quarter 2023 financials. He said the net income for the 1<sup>st</sup> quarter was \$55,000. He mentioned that previous RDMCA President, Mr. Crowley, made it possible for slip owners to save about a couple hundred dollars per quarter on marina contributions because of his inspiration to create the sales and leasing LLC, which also makes it extremely easy for owners to rent out their slips at a low management fee of just 7%. Switzer then went through the various sources of income and added that we try to keep about a 25% margin for fuel, which has been a

solid number. He also mentioned that fuel sales are still doing very well, beating 2022's to-date numbers by about \$25,000. He also quickly went over the various 1<sup>st</sup> quarter expenses. He ended his review of the 1<sup>st</sup> quarter financials by saying the net income for the 1<sup>st</sup> quarter was about \$40,000 above what was budgeted.

Switzer then opened the floor for questions. Shoaf asked Knuttel if perhaps he should send out an email to the boaters about hurricane preparedness, especially for those who may not be here for an extended period. Knuttel said he has already talked to a lot of boaters who go up north for the summer, but that he will also blast out an email. Harris wanted to remind everyone that we have decided not to take in boats from other places anymore during the window of a possible strong storm/hurricane as it's a lot of risk and not worth it. Shoaf agreed saying that not doing so means less load on the docks. Chamberlain mentioned that an exception is that we would try to help a slip owner who may not normally keep their vessel here if we manage their slip and it is currently rented.

Immerman asked about the oil tank situation since the one we had was about to fail and right now there is no waste oil tank on site to store used oil. Knuttel explained that the waste oil tank was horribly corroded, and they had to remove it from the property before there was a catastrophic environmental spill. He said they are working to decide if they should get a new one that is up to code and managed properly or discontinue the service of disposing of the oil for boaters. He said the tanks are a high-cost item. Switzer mentioned that a lot of the places that take waste oil will supply the waste oil container. Harris said that Knuttel will also provide an estimate of what should be billed for the service not as an income stream, but simply just to help recoup the cost of our employees' time, the storing of the oil, and then having it picked up.

There being no other topics to discuss, Harris made a motion to adjourn, Schuster seconded the motion, and the Board members unanimously agreed to adjourn at about 9:55 AM.

Respectfully submitted,



Peggy Trotter  
Assistant to Secretary