

RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING

Date/Time: Tuesday, July 29, 2025 2:00pm

Location: Laguna Clubhouse / 614 Riviera Dunes Way Palmetto, Florida 34221

MEETING MINUTES

- **Call to Order**

Meeting called to order by James Switzer at 2:03pm.

- **Quorum**

Quorum was confirmed by James Switzer. In attendance were James Switzer, Gary Schuster, Anthony Shoaf, Lorraine Creek, and Steve Immerman, establishing quorum. Also present were marina staff members Luke Knuttel and Shana Arredondo

- **Proof of Notice**

Confirmed by Shana Arredondo.

- **Approval of Meeting Minutes**

Board of Directors Meeting Held on February 26, 2025

Motion to approve the minutes by Gary Schuster, seconded by Anthony Shoaf. All were in favor. Minutes were approved unanimously.

- **Financial Update**

Switzer explained that the 2024 year-end audit was posted on the website, but the audit could not be released until it was processed by the auditor. Jamie explained that sales or streams of income were down across all areas for 2024, at unplanned levels (fuel sales, slip sales, and occupancy). He also mentioned that Luke did a good job managing the expense side of the financials, which resulted in a positive net income of \$13K. Jamie went on to explain that the budget is built using historical data from the past 2-3 years, and then projections are made for the upcoming year. He believed the downturn was due to the uncertainty in the overall market. He clarified that nothing was done differently in terms of operations; it was simply market-driven. Fuel sales and pricing are still in line with the market average in the area. Slip prices decreased from \$4,000 per foot to \$3,700 per foot. A member asked if, when looking at the budget month-over-month, the hurricanes caused any problems with the financials. Jamie responded that the impact was seen throughout the entire year, particularly with fuel sales, as people were not using their boats as much. Jamie then reviewed Q2 of 2025, noting that the marina is in much better shape this year. Expenses are in line, with income just under \$1.7M (49% of the plan). Expenses were at 48.1%, with a net operating income of \$12,682. Notably, fuel income is better than the 2024 budget, which was \$375K; actual fuel sales were \$342K, with diesel sales contributing and total fuel sales at \$118K, with a budget of 78K to date. Jamie credited the marina team for helping to drive sales at the fuel dock. A member asked about the year-over-year comparison to 2024. Jamie explained that the CPA had to restate some of the 2024 audit results based on the findings from the audit. The audit showed no unusual items, but changes were made to reflect the audit's

impact. Jamie mentioned that he would go into more detail at a future meeting when there are fewer agenda items.

- **Banking Changes**

Jamie discussed the transition from Synovus to Bank of OZK was prompted by several key factors. Most notably, even a simple request to increase the credit card limit with Synovus required a formal board vote and resolution, reflecting a lack of flexibility. In addition, Synovus did not provide the level of support the organization needed and was charging fees that amounted to approximately \$10,000 annually. In contrast, Bank of OZK is a local institution that has provided exceptional customer service and has a dedicated association department, which has been instrumental in supporting the marina's financial operations. One of the major advantages of the new bank is the lending options they offer, which could be valuable when the marina eventually needs to be rebuilt. The switch has already led to time savings and reduced expenses. Luke pointed out that even the check scanner used in the office is provided free of charge by Bank of OZK, whereas Synovus not only charged fees for similar equipment but also imposed additional charges just to safeguard the funds held in the account. Shana Arredondo agreed with Knuttel's assessment and emphasized that the support from Bank of OZK has been a positive experience. She noted that it has helped streamline office operations while improving financial security and generating significant cost savings. Under Synovus, the organization had to purchase the check scanner and pay ongoing fees to use it, a burden that has been eliminated with the new banking relationship.

- **Board Discussion/Action - 2024 Financial Audit**

Jamie confirmed that all board members had been provided with the audit, and the information is available on the marina's website. A motion to approve was made by Steve Immerman and seconded by Shoaf. All were in favor, and the 2024 audit was approved.

- **New RDMCA Website Partner and Development**

Switzer spoke about the redevelopment of the marina's website, noting partnering with Saul Fineman, who currently manages the Laguna website. The newly designed site will feature updated content and an improved user experience, including access to billing information, quarterly updates discussed in meetings, local area details, weather reports, slip sales, fuel pricing, and more. The new website will be significantly more robust and easier to navigate than the current version. It will also include updated photos, as the existing images are extremely outdated. New content will feature drone shots and staff photos to better represent the marina. The estimated turnaround time for the new site is approximately 4 to 6 weeks. Members were encouraged to submit any information, ideas, or specific requests to Luke or Shana for consideration during the website redevelopment process.

- **Board Discussion/Action - Building Roof Replacement**

The roof has issues in two areas. The A/C units sit on the roof over the restaurant side, causing leaks due to the air conditioning lines creating rotting of the roof. Additionally, roof tiles had come off, and once they were gone, it revealed the damage underneath, exposing the old, rusted nails that were from the original construction of the roof causing clogging in the gutters with debris from the roof. Two areas of concern are over the bar, where there is brown and black rot that could have been ongoing for up to 10 years, and another area over the restroom and laundry

area. Luke mentioned that Milton did not cause the damage but rather allowed visibility of the damage under the tiles. Jamie said several quotes had been received, and the vendor offering the best option and most affordable price is Charlie Rice, who has trained and certified staff. He also has a dumpster on a scissor lift that can be raised to the roof level for debris removal. Jamie noted that this is a safety feature for an active area, preventing debris from being thrown to the ground. When the roof work is done, the A/C contractor will remove the condensing units so the wood can be torn out, replaced, and resealed properly. The restaurant will be shut down for a day or two during this process. They will also need to work on the ventilation system, and the work will be coordinated with the restaurant repairs to avoid any downtime. Jamie set a budget of \$225,000, funded from reserves. The breakdown is as follows: \$183,000 for the roof, with Charlie Rice being the best vendor and offering the best price. A member asked if tile is necessary. Jamie advised that it must be the same per the ARC committee's guidelines. An additional \$20,000–25,000 is budgeted for the HVAC portion of the job. The current roof is estimated to be 22 years old. Immerman asked about the expected lifespan of the current A/C units. Luke advised that all but one of the A/C units have been replaced in the last four years. A member asked about the lead time, and Luke responded that the lead time is estimated to be six weeks to get started. A member asked if the board had looked into insurance coverage. Jamie explained that the deductible is higher than the cost of the necessary repairs. The roof will take approximately one week to strip, and the entire project could be completed within a two-week turnaround. A motion to approve the project, not to exceed the budget, was made by Schuster and seconded by Immerman. All were in favor.

- **Board Discussion/Action - Building Upper Floor Window Replacement**

Jamie disclosed on the top floor above the marina office, Hurricane Milton caused a window to blow out. Luke has been working with Mr. Tom Morlock, a long-time industry professional who previously owned Mr. Window and has over 43 years of experience in the window business. Tom assisted with evaluating the situation, negotiating quotes, and guiding the replacement process. After reviewing multiple bids, Sun Window and Doors was selected with Tom's support. A member questioned why all the windows needed replacement if only one had failed. Jamie responded that the remaining windows are also in poor condition and require replacement. Luke added that one window was completely rotted and had been temporarily filled with Bondo by maintenance staff. Another window—located directly above the dock cart storage area—fell out during a recent cold front. While the glass remained intact, the frame detached entirely, requiring makeshift repairs with glue to hold it in place. Luke explained that discussions about window replacement had begun under the previous general manager and that three of the four windows are now beyond repair and must be replaced. Shoaf asked whether the new windows would be wood or composite. Morlock confirmed they would be PVC-framed, which offers better durability and weather resistance. A member expressed concern that the original wood-framed windows should have lasted longer, suggesting they may not have been installed properly. Shoaf inquired about warranties. Jamie stated that the installation warranty is lifetime, but the material warranty details were not included in the initial quote. Jamie said he would follow up with the vendor to obtain that information. Morlock also noted that the current windows are uncoated wood, which has left them vulnerable to humidity damage over time. He warned that a 6–8% price increase would take effect on August 15th. Shoaf asked if the replacement windows would be hurricane-rated, and Switzer confirmed that they would. A motion to approve the window replacement project, not to exceed \$30,000, was made by Shoaf and seconded by Schuster. The motion passed unanimously.

- **Board Discussion/Action - Master Lawsuit Resolution and Settlement**

Jamie provided an update on the lawsuit that has been ongoing since 2021. The lawsuit stemmed from suspicions that the Marina was being overcharged for its fair share of expenses within the Master Association. Additionally, there were concerns about improper or illegal changes being made to the structure and functioning of the Master Association. After conducting research, attending meetings, and speaking with involved parties, Jamie advised that he was unable to find any evidence of financial misconduct or malfeasance. The original concerns were triggered by a former Board President of the Master Association, who was later removed from their position and eventually from the board entirely. The issue largely began with the implementation of the 6th Amendment. At that time, the Marina was responsible for 27.5% of the shared expenses within the Master Association. This percentage was based on a system of index points assigned to each association. It was later discovered that when the Marina was originally constructed, it was categorized as commercial property and never officially converted to condominium status for index point purposes. Commercial properties are assigned 20 index points per acre. Since the Marina occupies 14 acres of water, it had been allocated 280 index points. However, once it was converted into a condominium development consisting of 219 residential units, its index points were adjusted to match — decreasing from 280 to 219. Additionally, the overall commercial index points were reduced by 61 index points. Despite this reallocation, the Marina's share of expenses only changed slightly, from 27.5% to 27.6%. Ultimately, the dispute centered around a difference of just 0.1% in index points — resulting in approximately \$100,000 in legal fees. Another significant aspect of the negotiations involved the composition of the Master Association board. There are currently 7 board members, 5 of whom represent the 5 communities within Riviera Dunes, 1 "at-large" member, and 1 commercial director. The new structure will still have 5 directors representing the communities, and 2 commercial directors representing the 4 commercial/undeveloped parcels. Since the marina is the second largest commercial entity after GDawg, the marina is guaranteed one of the two commercial director slots, as there can be no more than one director per entity. Voting on the Master Association board is conducted by delegates, with Schuster voting on behalf of Marina voting with the overall index points given to each association. The third item discussed involved an insurance settlement. Jamie worked with the insurance company's attorney and reviewed past correspondence and notes. He discovered that a previous settlement offer of \$25,000 had been made but was later retracted. Jamie successfully negotiated to have the insurance company honor that original offer. As part of the proposed settlement, the marina will receive the \$25,000 — paid by the insurance company, not the Master Association. Jamie explained that if the RDMCA Board votes to accept the settlement, it will clear the way for the Master Association to vote on and finalize the 9th Amendment. A motion to approve the settlement agreement from the master association was made by Schuster, seconded by Shoaf, and passed unanimously by all 5 board members.

- **Board Discussion/Action - Marina Interim Stabilization Project**

At the December meeting, Joe Foster gave a presentation on his findings regarding the condition of the marina. He reported that the marina is not in good shape and that the next significant windstorm could cause damage. Based on this assessment, the board began exploring two paths forward: Path 1 being full redevelopment, Jamie hopes to have an update in the next 30 days noting that they are leaning towards Bellingham as a contractor. Path 2 focused on protecting and stabilizing the current dock structure. Jamie noted that Luke proposed adding additional pilings to the end of finger piers. Jamie made note that during last years storms several finger piers were damaged. He shared an account from Shoaf during Hurricane Milton, when a nearby finger pier

broke loose from the main section of the dock. Although Shoaf doesn't have a piling at the end of his finger pier, his boat remained tied to the dock. That incident led the board to consider adding a piling to every finger pier that currently lacks one. As a result, the board solicited two quotes, with a priority on choosing materials and labor that could later be reused in the redevelopment project. Bellingham Marine submitted a proposal, as did Rush Marine, a subcontractor that often performs piling and barge work for Bellingham. The quotes covered the installation of 40 new pilings, each 65 feet long—substantially longer than the current 40-foot concrete pilings. A geotechnical study was conducted, with three test holes drilled to analyze soil conditions at a depth of 65 feet. The results were favorable. The new pilings will be 14-inch diameter steel, wrapped in HDPE (a rubber-like protective material), with a single-seam weld running the full length. The steel walls will be ½ inch thick. The basin depth is approximately 20 feet throughout. The pilings will sit with 15 feet exposed above the water, 20 feet submerged, and 30 feet driven into bedrock, providing a more secure foundation compared to the current 10–12 feet of embedment. Jamie confirmed that these pilings would also be used in the future redevelopment, calling them a “one-and-done” investment. A member asked whether piling connectors (guides) were included in the proposals. Jamie explained that while one quote did not include them, the guides could be purchased independently for \$200–\$1,000 each. Bellingham offered to custom-engineer and fabricate them on-site, while Rush's quote did not include guides—only the piling installation. Jamie is still researching actual guide costs but stated that even if the marina had to purchase them separately at \$200 each, it would still be worth the investment, especially considering the potential \$40,000–\$50,000 savings over the next three years leading up to redevelopment. Jamie credited Shoaf for raising the idea and confirmed they are still exploring the most cost-effective option. Another member asked if the new pilings would be made of steel, and Jamie confirmed that they would. He stated that the estimated cost per installed piling is approximately \$21,000, which includes the barge and labor from Bellingham. Rush Marine's total quote came to \$946,000 but excluded piling guides and other additional features that were included in Bellingham's more comprehensive bid. Jamie emphasized that working with Bellingham—who is likely to handle the full redevelopment—would ensure better accountability. If pilings are misplaced, Bellingham would be responsible. The board discussed the project timeline. Bellingham's barges are currently in the area, and Tom recently confirmed they were near Naples. The hope is that the work could begin this season or at least before year's end. Luke expressed some doubt that the barge would arrive within the next few weeks but agreed that completing the project by year's end is ideal. Jamie estimated that once started, the piling installation should take approximately 60 days. Shoaf added that boats near the construction areas would need to be relocated during the work. Luke agreed, stating that the logistics would depend on the size and maneuverability of the barge. He emphasized that the contractor's professionalism would determine how smoothly the boat relocations are handled. Luke also clarified that he was not the one who originated the idea of adding pilings. Instead, he helped gather quotes and contacted companies that could assist with stabilization efforts. He acknowledged that several other members of the association played key roles in developing the idea and bringing it forward. One member expressed concern about the structural specifications of the pilings—such as steel grade, weld integrity, wall thickness, and hurricane stress tolerance. Jamie responded that all technical specifications had been reviewed and confirmed as part of the marine stabilization plan by the Master Association. The design is engineered to withstand a Category 1 hurricane, which is the standard for marinas. Jamie concluded by stating that the total project cost is capped at \$900,000 but believes that with some additional negotiation, the final cost could be closer to \$850,000. He assured members that this would not affect the quality of the work. The project will be fully funded through reserves, meaning no special assessments will

be required. A motion to proceed was made by Shoaf, seconded by Schuster, and approved unanimously.

- **Marina Redevelopment Update**

Jamie stated that he hopes to have an update within the next 30 days and noted that both the Board of Directors and the Dock Committee are currently leaning toward selecting Bellingham Marine for the marina dock rebuild. The next steps include evaluating the overall scope of the project, making key decisions and recommendations on its design, and reviewing financial options. This includes consulting with Bank OZK to explore potential lending opportunities. Steve Immerman, who was returning from the Bahamas, has been actively documenting marinas during his travels. He has taken photos of various sites and investigated the builders behind them. Recently, he shared photos of newer projects built by Marinotec Construction, which revealed signs of early deterioration, including corrosion of metal components and poor-quality concrete work. In contrast, Tom Morlock recently visited a marina in Naples that was constructed by Bellingham in 1997 and found the docks to be in remarkably good condition, highlighting the superior quality and durability of Bellingham's work. Jamie reiterated that when suggestions or recommendations come from either the Dock Committee or the Board, those updates will be communicated to the membership. Shoaf raised a question regarding the permitting of other docks within the basin, including private docks. He explained that for those projects, the pilings anchoring the docks must be concrete, the dock surfaces are also required to be concrete, while the mooring pilings can be made of wood. Jamie confirmed that all projects within the basin—public or private—have been reviewed and approved. A member asked whether the new docks would resemble the existing ones, and Jamie confirmed that they would. Another member commented on the height of the new pilings. Jamie explained that the current pilings throughout the marina are not uniform in height. Shoaf added that by using steel pilings, the new docks will be able to float more effectively, unlike the current fixed concrete docks, providing better adaptability to changing water levels.

- **Member Comments on Agenda Items**

Jamie opened the floor to members for comments. One member asked when a detailed timeline for the marina redevelopment project would be available. Jamie responded that now that the items on the agenda have been completed, the team will begin working diligently on establishing a comprehensive timeline. He expressed hope that a clearer schedule would be available within the next 90 days. Another member asked whether the stabilization project would delay the marina rebuild, given the current poor condition of the docks. Jamie replied that, in his opinion, the stabilization work would actually buy the marina time by improving the integrity of the existing structure. Shoaf agreed, stating that the project would significantly strengthen the lateral load capacity—something the marina is currently lacking. Both Jamie and Luke clarified that the stabilization work would not cause delays to the overall redevelopment. In fact, they emphasized it would help expedite the process, as the pilings—often the biggest source of delay—would already be in place. Jamie noted that one of the most common setbacks in marina construction is coordinating with barge crews and contractors to install pilings. Luke added that, in many cases, the piling phase is what holds up dock installation the most. Having the pilings installed in advance would allow for a much more efficient timeline when it comes to rebuilding the docks.

- **Adjournment**

Motion by Shoaf, 2nd by Schuster the meeting adjourned at 3:22pm.

Respectfully submitted,

Shana Arredondo, LCAM

Assistant to Secretary of RDMCA