

**The Manor House at 50 Biscayne Condominium Association, Inc.**  
**Bimonthly Board of Directors Meeting (Open Session)**

September 19, 2024 at 6:00 p.m.

Club Room

Board Members in Attendance

- John DiGiovanni *President*
- Howard Berkowitz *Treasurer*
- Marilyn Selles *Secretary*
- Nicole Howie *Member at Large*
- Manuel Minut *Member at Large*

Management Company Attendee

- ❖ Gunther Fernandez *Property Manager*

Quorum was present.

Meeting called to order at 6:00 p.m.

Motions approved by email prior to meeting:

- Minutes from 2/15/24 Board Meeting (Open and Executive Sessions) approved on 2/19/24 (action not recorded in 7/18/24 minutes due to rare oversight)
- Minutes from 7/18/24 Board Meeting (Open and Executive Sessions) approved on 7/23/24
- To accept the BCJ Building Services \$2,300 proposal for the annual cleaning of hallway carpeting (Floors 1-6) - approved on 7/26/24
- To accept the TK Elevator Gold Service Agreement effective 8/1/24 for 60 months at \$1,300/mo. to maintain the passenger and service elevators - approved on 7/30/24

- To accept the Community Technology Services (“CTS”) \$580.56 quote to convert the pool line into a VoIP line. Vendor will install a RingCentral analog telephone adapter and connect it to the management network for the pool phone. The additional RingCentral user account will be added to the current RingCentral account and billed directly from RingCentral. After the initial installation charge, the fee will be \$40-45/month for the pool line as opposed to AT&T’s potential fee of \$350+/month in 2025 - approved on 9/12/24

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Motions approved during meeting:

- June, July and August financials
- Minutes from 9/6/24 Special Session
- To approve the \$2,644.79 quote from CTS for the procurement and installation of a DoorKing VoIP and Data converter for the callboxes at the Pedestrian Gate and Main Lobby Entrance. The converter will replace the existing copper phone lines run for the current callboxes.
- To appoint Howard (“Howie”) Berkowitz as Treasurer. Howie is replacing Terry Robinson, who resigned on 8/20/24, and will be serving through the end of Terry’s 2-year term in December. Should Howie run and be elected for a 2-year term at the December HOA Annual Meeting, he may be reappointed Treasurer.
- The \$700,000 One-Time Special Assessment was approved by 69 out of 94 electors or 87.3% of TMH community. The purpose of the Special Assessment is to fund unexpected, additional exterior maintenance essential repairs, and enable us to pay our vendors to complete the project. Homeowners were informed by email on 7/19/24. Attached to this email are the Simply Voting results certification letter dated 7/19/24 and a Special Assessment Chart outlining the amount applicable to each Unit. This One-Time Special Assessment was due in full on Sept. 1, 2024.

Meeting adjourned at 7:18 p.m.

Minutes were approved by Board majority on 9/23/24.

Submitted by *Marilyn Selles*