

LTSTC CE BOD MEETING 04.16.25

clubhouse renovation special assessment project budgeting

Meeting Information

- Date & Time: 2025-04-16 18:29:15
- Location: Lake Tarpon Sail & Tennis Club Commodore Clubhouse, tarpon Springs, FL
- Attendees: Richard Troxell, President, Trixi Emden, Vice President, John Haverty, Treasurer, Barry Case, Secretary, John Verdassdonk, Member
- Andrew George, Property Manger Ameritech
- John Whittle, Munyan
- Association Members, 19, & 13 on zoom

Meeting Notes

1. Discussion and planning of clubhouse renovation project scope, costs, and special assessment details.

- **Meeting Purpose and Process**
The board convened to discuss decisions required for a potential special assessment to fund clubhouse renovations, including scope, amount, payment options, and notification procedures. No votes were to be taken; the focus was on open discussion and consensus-building.
- **Special Assessment Decisions**
Key decisions outlined: total assessment amount, payment options for five communities, handling of leftover funds, notification process (30 days notice), and which repairs/improvements to include.
- **Updated Contractor Estimates**
The board reviewed updated cost breakdowns from contractor Lanyon, including specific line items for windows, doors, flooring, baseboards, drywall, carpentry, kitchen, and ceiling.
- **Windows and Front Door Replacement**
Windows cost is 148, 000, *with*30,000 already paid. Storefront doors and glass replacement estimated at \$18,545.75, with a 50% down payment required. Discussion included delivery, storage, and security during construction.
- **Access and Security During Construction**
Discussion on how to restrict building access during renovations, including changing locks and legal signage, while ensuring pool and bathroom access for Clubs 1 and 2.
- **Flooring Options**
Debate over using vinyl plank throughout versus carpet upstairs. Vinyl plank for both floors costs 56, 650; *difference with carpet is*6,900. Consensus leaned toward vinyl plank throughout for durability and maintenance.
- **Baseboard Replacement**
All baseboards to be removed and replaced due to age and inability to match. Cost noted as 89.25 (unit unclear).
- **Interior Framing, Drywall, and Demo**
Option to remove wainscoting for \$6,000 discussed; mixed opinions. Drywall and carpentry repairs to be done as needed, with some items left as time/materials.
- **Kitchen Remodel**
Kitchen remodel cost is \$14,600. Board members expressed willingness to defer this work, considering it a material change and not urgent.
- **Drop Ceiling Repairs**
Discussion on whether to repair, paint, or fully replace drop ceiling tiles and frames. Replacement of all tiles for 1,800 sq ft estimated at \$2,400 (materials only), with additional costs for labor and possible new LED lights.

Conclusion

1. Decision to proceed with vinyl plank flooring throughout.
2. Agreement to replace all baseboards.
3. Decision to postpone kitchen remodel and remove kitchen door for openness.

2. Building Renovation Project Planning and Decision-Making

- **Ceiling Tile Replacement and Repairs**

Discussion on whether to fully replace, spot-repair, or leave the drop ceiling as is, including estimated labor (three days for two individuals), and the implications of change orders.

- **Lighting Upgrades**

Consideration of upgrading to thin LED lights, with cost details (\$276 for a pack of four at Home Depot), and the need for an electrician to install them.

- **Painting and Popcorn Ceiling Removal**

Clarification on what is included in the interior painting scope, the high cost of popcorn ceiling removal (38,000), *scaffolding costs* (5,000–\$5,250), and whether ceiling painting is included.

- **Scaffolding Costs**

Scaffolding for second floor painting is not included and would be billed at 5,000–5,250 for setup and teardown.

- **Warranty Period**

Clarification on the warranty period for work performed, with notes referencing both three years and six years.

- **Punch List and Project Completion**

Discussion on the process for creating a punch list at substantial completion to ensure all deliverables are met before final payment.

- **Project Plan, Milestones, and Communication**

Questions about receiving a project plan with milestones and dates, and how communication and updates will be handled.

- **Performance Clause and Delays**

Concerns about missed deadlines, overtime charges, and how delays will be managed.

Conclusion

1. Agreed, some reluctantly, to proceed with drop ceiling repairs as quoted in the bid, with the possibility to revisit further changes later.
2. Lighting upgrades will be considered as a separate project after the building is reopened.
3. Interior painting (excluding ceiling) is 19,975; *ceiling painting requires additional scaffolding and cost. Popcorn ceiling removal at 38,000 is considered too expensive and not approved.*
4. Scaffolding is a significant cost and will be required for ceiling painting; decision to proceed is pending.
5. Warranty period confirmed as six years.
6. A punch list will be created at substantial completion, with 10% of payment held until all items are addressed.
7. A project portal will be set up with schedule, milestones, and access for the team; regular updates will be provided.
8. Delays will be communicated promptly; performance will be managed collectively with the board and association.

3. Project Budgeting, Permitting, and Reserve Fund Management for Building Repairs and Improvements

- **Payment Draw Schedule**

Discussion on how payment draws will be scheduled, including deposit requirements and billing based on project completion, with flexibility for delays.

- **Handling Extra Work and Verbal Directions**

Concerns raised about how to handle extra work authorized verbally by owners, and the need for board consensus to avoid unexpected costs.

- **Permit Charges and Exactions**

Clarification sought on whether permit costs are included in the bid, estimated number of permits required, and typical permit costs.

- **Free Permitting Due to Storm Damage**

Discussion on whether the project qualifies for free permits due to storm-related damage, referencing city policy and insurance coverage.

- **Scope of Work: Painting and Wainscoting**

Clarification on whether painting estimates include wainscoting and decisions on repainting existing wainscoting.

- **Furnishings and Additional Improvements**

Proposal to allocate 12,000 *for furnishings, fans, wall switches, and lights, adding 56 per owner*, to ensure the building is usable and presentable.

- **Reserve Funds and Seawall Reserve Usage**

Discussion on available reserves, specifically \$118,000 in deferred maintenance and painting, and the process for borrowing from the seawall reserve.

- **Total Project Cost and Budget Calculations**

Review of total project costs, including original bid, payments made, permit estimates, and painting costs, with debate on how to present the numbers.

- **Contingency and Permit Cost Estimates**

Discussion on whether bid numbers include contingency and the accuracy of permit cost estimates.

Conclusion

1. Typically a 50% deposit is required, with billing based on completion of work; final payment of \$200,000 due in 15 days after project completion.
2. No final decision; board needs to determine a process for handling extra work authorized verbally.
3. Permit costs are not included in the bid; estimate is 3% of the total project cost, with three permits likely needed.
4. Permits may be free until May 13, 2025, if the work is storm-related; further clarification needed on insurance and eligibility.
5. Decision to repaint existing wainscoting as part of the project.
6. General agreement to budget \$12,000 for furnishings, with further meetings and votes on specific items.
7. Board can borrow \$20,000 from the seawall reserve, but permanent transfer requires a homeowner vote; borrowed funds must be replaced if not approved.
8. Total project cost estimated at \$264,709.63 including 3% for permits; painting for the second floor ceiling not yet included.
9. Permit cost estimated at \$4,300 (3% of project); some bids may include contingency, but clarification needed.

4. Budgeting, funding, and execution plan for a building renovation project

- **Contract Renewal and Tariffs**

Discussion about voiding the current contract, issuing a new one, and potential increases in tariffs affecting project costs.

- **Project Cost Breakdown**

Detailed review of line-item costs for windows, doors, flooring, baseboards, drywall, carpentry, ceiling, painting, structural repair, furniture, contingencies, and permits.

- **Contingency and Reserve Funds**

Calculation and adjustment of contingency amounts, discussion on what portions of the budget require contingency, and how reserves and deposits are applied.

- **Use and Replenishment of Reserve Funds**

Debate over which reserve funds (e.g., seawall, painting) can be used for the project and whether they need to be replenished.

- **Handling of Project Surplus**

Discussion on what to do with leftover funds if the project comes in under budget—return to homeowners or keep in reserves.

- **Assessment Payment Timeline**

Establishing deadlines for individual communities to pay their assessments, including notification and payment periods.

- **Payment Structure for Contractors**

Clarification of payment terms for contractors, including deposit amounts and installment schedules.

- **Project Timeline and Windows Installation**

Estimating the timeline from permit acquisition to project completion, with a focus on window installation.

- **Operating Funds for Ongoing Repairs**

Clarification on the use of \$40,282.77 in operating funds for ongoing building repairs outside the main project.

Conclusion

1. A new contract will be sent; tariff increases are possible but not yet observed.
2. The total project cost is 315,000, *with* 65,000 already in reserves and deposits.
3. Contingency reduced to 20,178 *for certain items*; 65,000 in reserves and deposits confirmed.
4. Seawall funds (\$20,000) are included in reserves but should not be used without replenishment; painting funds can be used.
5. Board agrees that any surplus will go into reserves.
6. Communities will be notified within 40 days (by 2025-05-26), with a 30-day payment window following notification.
7. Generally, a 50% deposit is required, followed by 10% weekly payments; some items may require less upfront.
8. Best case for window installation is by June 13, 2025, approximately 6–8 weeks from the meeting date.
9. \$40,282.77 in operating funds is available for regular and deferred maintenance expenses.

5. Project funding, scheduling, and maintenance planning for community property improvements

- **Window Replacement Project Timeline and Funding**

Discussion on the timeline for window installation, assessment collection, and payment deadlines. Key dates include May 19, June 3, June 27, and June 30. Funding structure and assessment per member community were also discussed.

- **Assessment Collection and Voting Process**

Clarification on the process for mailing, voting, and collecting funds from communities. The earliest response from communities is expected by June 3, with the meeting and vote scheduled for May 19.

- **Performance Clause in Contract**

A member raised the issue of including a performance clause in the contract to address missed dates and associated consequences.

- **Insurance Coverage During Restoration**

Discussion on whether insurance would cover catastrophic events during the restoration process, including wind damage and other risks.

- **Irrigation Repairs and Contract Scope**

Debate on whether Sainsbury's monthly contract covers existing irrigation repairs or if repairs must be completed prior to contract coverage. Need for written confirmation and detailed repair estimates.

- **Lighting Installation Costs**

Clarification on the cost to install new entrance lights, with figures of 85 and 80 mentioned. Motion made and seconded to proceed.

- **Plumbing Repairs in Ladies' Bathroom**

Recommendation to replace both faucets in the ladies' bathroom due to rust and leaking, and to remove the non-working disposal. Estimates to be obtained.

- **Flood Insurance Renewal**

Brief mention of flood insurance renewal, with general agreement that the board can make the choice.

- **Tennis Court Light Replacement**

Discussion on bids for tennis court light replacement, with one bid from Gulf Coast Sports for \$2850.00. Consideration of installing two new LED lights instead.

Conclusion

1. All member communities must pay Common Elements in full by June 30, 2016. The assessment is approximately \$1,100 per door, but may be less depending on the community.
2. Meeting and vote set for May 19, 2016. Earliest community response by June 3, 2016.
3. Motion to proceed with lighting installation costs approved.
4. Board approved moving forward with obtaining estimates for faucet replacement and disposal removal.
5. No objections to board making the flood insurance renewal decision.
6. Trixi Emden will look into additional options for tennis court lighting.

Next Arrangements

- [] Mail out special assessment notice with 30 days notice once decisions are finalized.
- [] Each member association to post notice in their neighborhoods.
- [] Determine final vote meeting date after mailing notice.
- [] Further discussion needed on access/security during construction and drop ceiling approach.
- [] Proceed with drop ceiling repairs as quoted in the bid.
- [] Lighting upgrades to be considered as a separate project after reopening.
- [] Interior painting to proceed at 19,975, ceiling painting and scaffolding to be decided. [] A punch list will be created at substantial completion, with 10% P1 12,000 budget.
- [] If borrowing from the seawall reserve, plan for a homeowner vote within 12 months and be prepared to replace funds if not approved.
- [] Obtain and include cost estimate for painting the second floor ceiling.
- [] Clarify whether bid numbers include contingency and finalize permit cost estimates.
- [] A new contract will be sent to all parties.
- [] Communities will be notified of assessments by 2025-05-26, with a 30-day payment window.
- [] Surplus funds from the project will be placed in reserves.
- [] Window installation is targeted for completion by June 13, 2025.
- [] Contractor payment structure: 50% deposit, then 10% weekly payments.
- [] Next meeting scheduled for May 19, 2016.
- [] All member communities must pay Common Elements in full by June 30, 2016.
- [] Trixi Emden to look into additional options for tennis court lighting.
- [] Richard Troxell to obtain estimates for faucet replacement and disposal removal.
- [] Obtain written confirmation from Sainsbury's regarding irrigation repair coverage.
- [] Post revised project numbers on the website.

AI Suggestion

attention:

1. The board has not finalized the total special assessment amount, payment options for each of the five communities, or the process for handling surplus funds; this lack of clarity risks delays in project funding, confusion among stakeholders, and potential disputes over financial obligations.
2. The exact scope, method, and costs for drop ceiling repairs or replacement—including decisions on painting, tile replacement, lighting upgrades, and associated labor or scaffolding expenses—remain unresolved, creating uncertainty in project planning, budgeting, and scheduling.
3. The approach for maintaining access and security during construction, particularly for Clubs 1 and 2 regarding pool and bathroom access, is not yet defined, posing potential liability, operational, and safety risks if not addressed before work begins.
4. There is no established process for authorizing and documenting extra work, especially when verbally directed, increasing the risk of unexpected costs, miscommunication, and disputes with contractors.
5. Insurance coverage for catastrophic events during restoration, including wind damage and other risks, has not been confirmed, leaving the project exposed to significant financial risk if an incident occurs during construction.