

**PERDIDO SUN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
[FEBRUARY 10, 2024]**

**1. CALL TO ORDER/DETERMINATION OF QUORUM:**

On Saturday, February 10, 2024, a Board of Directors Meeting was called to order by Tammy Mercer at 9:00 AM via zoom conference. Present were John Moore (zoom), Eddie Zarahn (zoom), Nicole Hallmark (zoom), Deborah Moffa (zoom), and Curtis Davis. Tammy Mercer, Association Manager was also present. Owners present were Tammy Phillips, De laTorre, McLaughlin, Dumas, Brandon's, Steve Findley, Leonard Farina, and Joshua Lopez. Tammy Mercer acknowledged for the minutes a quorum was present to conduct Association business.

**2. READING/APPROVAL OF MINUTES [October 7, 2023, November 5, 2023 & November 25, 2023]:**

Tammy Mercer requested a motion to approve the meeting minutes from October 7, 2023, November 5, 2023, & November 25, 2023.

MOTION #1: Deborah Moffa made the motion to approve the meeting minutes from October 7, 2023, November 5, 2023 & November 25, 2023. Motion was seconded by Nicole Hallmark. Motion passed 5-0.

**3. REPORTS:**

**A. PRESIDENTS REPORT:**

John Moore stated that we are still working on the hurricane Sally insurance claim regarding windows/doors. Regular maintenance of the building is being addressed. The Florida legislation will affect insurance rates next year.

**B. TREASURERS REPORT:**

Nicole Hallmark remarked that the December 2023 financials are on the Perdido Sun website. The 2023 audit will be done by April. Pre-payment was paid to the IRS. We are always looking for ways to reduce our costs.

**C. FACILITIES REPORT:**

Tammy Mercer stated that the builder's milestone was completed and repairs can be done inhouse. It will not go to phase II. The study determines if the building is safe/secure. HOA payments are coming in. It is a reminder that late payments will be assessed a 5% late fee or \$25.00 whichever is greater. Tammy reminded owners to check the Perdido Sun website for minutes. Also, she will be conducting her monthly communication on February 20, 2024 at 5:30pm.

**4. ACTION ITEMS:**

**A. RIGHT OF FIRST REFUSAL FOR:**

Tammy Mercer requested a motion to reaffirm the Right of First Refusal for the following units:  
Unit 816 \$725,000, Unit 310 \$405,000, Unit 114 \$400,000, Unit 908 \$495,000

MOTION #2: Eddie Zarahn made the motion to reaffirm the Right of First Refusal for unit 816 \$725,000, unit 310 \$405,000, unit 114 \$400,000, unit 908 \$495,000. Motion was seconded by Curtis Davis. Motion passed 5-0.

**B. REAFFIRM PAST POLICIES AND PROCEDURES**

Most of the policies and procedures will stay the same. The following are changes: Guests must wear wristbands at all times. The parking lot will be checked daily. The Association desk does not handle unit problems/issues. Front desk hours are 8 am – 5pm Monday through Thursday and 9 am – 6pm Friday and Saturday. Closed on Sunday. All access doors stay locked all the time. Please use access code 24/7. One parking pass will be issued for PS parking lot and 1 more will be issued for across the street. The front desk sells items if renters need supplies.

MOTION #3: Deborah Moffa made the motion to reaffirm past policies and procedures. Motion was seconded by Curtis Davis. Motion passed 5-0.

**C. APPOINT FIVE MEMBER DISASTER TEAM FOR 2024**

This item was tabled.

**D. APPROVE CONTRACTS: SECURITY AND ELEVATOR MAINTENANCE**

MOTION #4: John made the motion to approve the security contract. Motion was seconded by Eddie Zarahn. Motion passed 4-1.

MOTION #5: Eddie Zarahn made the motion to approve the Cavinder Elevator Company contract. Motion was seconded by Nicole Hallmark. Motion passed 5-0.

**E. APPROVE TO ADD THE TREASURER AS A SIGNOR TO ALL BANK ACCOUNTS**

MOTION #6: Deborah Moffa made the motion to approve to add the Treasurer as a signor to all bank accounts. Motion was seconded by Curtis Davis. Motion passed 5-0.

**F. DEPOSIT \$33,000 INTO THE RESERVE ACCOUNT TO DISSOLVE UNUSED ASSESSMENT FUNDS DUE TO INDEFINITE POSTPONMENT OF RADIO FREQUENCY SURVEY AND POSSIBLE INSTALLATION**

MOTION #7: Deborah Moffa made the motion to approve the \$33,000. deposit into the reserve account to dissolve unused assessment funds due to indefinite postponement of radio frequency survey and possible installation. Motion was seconded by Nicole Hallmark. Motion passed 5-0.

**G. SECURITY COVERAGE THROUGHOUT THE YEAR**

Strike this item from the agenda.

Motion #8: John Moore made the motion to strike this from the agenda. Motion was seconded by Eddie Zarahn. Motion passed 5-0.

**5. DISCUSSION ITEMS:**

**A. KEYING OF LOCKS**

This is a reminder to all new owners that key locks must be keyed to master key. If an emergency, the Association Manager must be able to access all units. (fire, hurricane, evacuation, etc.)

**B. UPDATE FROM TALLAHASSEE OPEN SESSION**

The conversation is about insurance. The issues that the Perdido Sun faces is that there are only a handful of owners that do not rent. A condominium can't have too many short term rentals for Citizen's insurance. (50% with 30 day minimum) Legislation is trying to get this waived. Tammy discussed that the Perdido Sun should have a town hall meeting for all owners. A survey monkey will occur first.

**C. FRONT DESK AND HOUSEKEEPING RESPONSIBILITIES AND COVERAGE**

Tammy Mercer sets the schedules and responsibilities for the front desk and housekeeping.

**6. ADJOURNMENT:**

Tammy Mercer requested a motion to adjourn the meeting at 10:12 AM

MOTION #9: All made the motion to adjourn at 10:12 AM. Motion was seconded by All. Motion passed 5-0.

**NEXT BOARD OF DIRECTORS MEETING WILL BE HELD ON SATURDAY, APRIL 20, 2024 AT 9:00 AM.**

---

**John Moore**  
**President**

---

**Deborah Moffa**  
**Secretary**