

Seagrape Board Meeting
Sunday, July 26th, 2026, 5:00 PM
Seagrape Office 1st Floor

1. Call to Order, Attendance/Quorum
2. Proof of Notice of Meeting.
3. Approval of Minutes from May17, 2026.
4. Report of Treasurer
5. President's Report
6. Smoke Detectors
7. Parking Lot Uses/Personal Property/Leaving Bottles/Tagging Cars
8. Screen Doors
9. Weeding
10. Documents on Website
11. Extermination
12. Water Flush
13. Recycle Bins/Garage door
14. Interest Charges/Payments
15. Hose Reel replacement
16. Unauthorized Modifications
17. Sale of 101
18. Contact with 206
19. Update on 205
20. Update on 204
21. Issues with 323; Potential Camera
22. Lease Renewal 114
23. New Tenant 217
24. Adjournment

1. Call to Order, Attendance/Quorum

The meeting was called to order at 5:07. those present: David Smith, President; Mena Girgis, Vice President present via phone; Annie Minor, Secretary; Marilyn Manzone, Consulting Director; and Ann Beachler, Consulting Director. A quorum was established. Notice of meeting was presented.

Fred Passelli, Treasurer joined us.

David Smith made a motion to accept the minutes from the May 17th meeting; seconded by Fred Passelli. All in favor None opposed. No discussion. Minutes accepted.

Fred Passelli presented the treasurer's report which is at the end of the minutes. Moneys were collected from long standing delinquencies, one from a sale and we will be foreclosing on a home that has been delinquent for quite some time.

Copies of the report were provided at the meeting.

David Smith made a motion to accept the treasurer's report which was dated June 30, 2026. It was seconded by Anne Minor. All in favor; none opposed. No discussion.

Approved.

Information was filled out for a business listing with Dunn & Bradstreet.

President's Report

Notices were sent out to the second floor about keeping the laundry room in order. Also, a note to all owners to please regularly check their water heaters for leaks.

Our information sheet given to potential owners and renters was updated to reflect our current Board and electronic applications.

Elevator inspection will be done on July 31 and has been paid.

Notices were sent out to owners to remind them that there is a 10% per annum interest for late payments which had lapsed. It is helpful if owners download the Oxygen/Summit app with this qr code.



It will help you keep up with your payments. Automatic payment forms are available to have your payment automatically debited without you needing to remember.

Tree trimming was delayed until mid-October. That bill has been paid.

If a notice needs to be put on a car, please do not place stickers. Please place notices under windshield wipers.

Smoke Detectors – some of the smoke detectors that were replaced when we redid our fire alarm and elevator are smoke detector with 10-year lithium batteries, some of which have already gone bad. If they go bad, please pay attention to the instructions for how to turn off the smoke detector to deactivate the battery and discard it in an appropriate hazardous waste site.

Parking Lot Uses/Personal Property/Leaving Bottles/Tagging Cars

We had a recent complaint about someone playing in the parking lot and hitting a car with a ball. Please remember you park your car at your own risk but please use appropriate venues for play areas. Rules were updated to reflect this.

We also need people to help throw out trash and bottles left in the parking lot. Please be sure your workmen are cleaned up after.

Residents were reminded that screen doors should stay shut and not be held open for long periods of time.

David is working with Oliver on organizing and adding documents to the website.

Residents were asked to please help us with weeding the green areas. A little time after work or on the weekends will help keep weeds and hiding areas for bugs under control. Our exterminator comes every month on the second Tuesday and is available to exterminate individual units. He does this as a courtesy to us so please tip him. You do need to be present to have him come. It helps all of us if people keep on top of exterminating needs. Sign up is in the mailroom. Some people stay signed up every month.

A pipe flush was done which we hope will help keep our pipes from having problems.

We need people to break down boxes for recycling. We will be putting up new signs for recycling bins. The garage doors for the dumpsters have been giving us trouble, please be gentle with them.

We are looking to replace hose reels with heavier metal ones to accommodate the hoses we have.

All modifications made to units need to be approved by the Board. Please present plans to the Board for approval.

We have new owners for unit 101, Angela Tobler and her son Nathan.

We have made multiple attempts to contact the owner of unit 206. We have finally made contact with the mother and sent her the information on money owed. There is now a lien on the property.

Unit 205 has brought their account pretty up to date but is not keeping up again with payments. Also, a notice will go out to paint her door which is peeling.

Unit 204 may be moving.

We have received several complaints about 323 making noise, watching and following people. We are concerned about his status. He will go to the doctor next week. It was suggested that he have a daily activity to help occupy his time. We like to avoid an escalation of behaviors. Please call the police if you feel threatened.

Unit 114 has a renewed lease and problems in the parking lot have been resolved. The owner was notified of an expired tag and talking on their cell phone on speaker out in the walkways.

Unit 217 has new tenants with a one-year-old.

Unit 207 will be installing hurricane windows.

We sent a notice to unit 203 about not washing cars in the parking lot. Unit 203 will be sold shortly.

A notice was sent out to owners saying that people need to step up for the Board otherwise we will need to hire a management company as we cannot keep up with everything that needs to be done.

Residents were reminded not to put fabric items or furniture in storage units as the humidity creates a mold and mildew problem. Please notify the Board in writing if there is a problem complying with this even in temporary cases.

We will take up a request to remove trees by the water by several residents at the next meeting. The Board would like to trim the trees.

Unit 215 asked about a work truck being on the property. If signs are covered up on the side of the vehicle, the truck is ok.

David made a motion to adjourn the meeting at 5:36pm. Annie Minor seconded.



Balance Sheet
Sea Grape Condominium Association, Inc.
End Date: 06/30/2026

Date: 7/16/2026
Time: 5:17 pm
Page: 1

	Operating	Reserve	Total
Assets			
CASH - OPERATING			
South State - Operating - 2206	\$ 64,882.11	\$ -	\$ 64,882.11
South State - Special Assessment - 9363	24,580.60	-	24,580.60
Total: CASH - OPERATING	\$ 89,462.71	\$ -	\$ 89,462.71
CASH - RESERVE			
South State - Reserve - 7946	-	89,194.45	89,194.45
South State - CD - 9/21/26 3.78%	-	61,285.84	61,285.84
Total: CASH - RESERVE	\$ -	\$ 150,480.29	\$ 150,480.29
ACCOUNTS RECEIVABLE			
Accounts Receivable - Homeowner	45,220.86	-	45,220.86
Total: ACCOUNTS RECEIVABLE	\$ 45,220.86	\$ -	\$ 45,220.86
OTHER CURRENT ASSETS			
Prepaid Expenses	270.21	-	270.21
Prepaid Insurance	55,705.09	-	55,705.09
Total: OTHER CURRENT ASSETS	\$ 55,975.30	\$ -	\$ 55,975.30
Total: Assets	\$ 190,658.87	\$ 150,480.29	\$ 341,139.16
Liabilities & Equity			
CURRENT LIABILITIES			
Accounts Payable	4,261.10	-	4,261.10
Insurance Payable	60,411.36	-	60,411.36
Prepaid Owner Assessments	16,452.92	-	16,452.92
Deferred S/A Income 2023	15,000.00	-	15,000.00
Deferred SA-Income 2024/2025	9,580.60	-	9,580.60
Fines	300.00	-	300.00
Total: CURRENT LIABILITIES	\$ 106,005.98	\$ -	\$ 106,005.98
RESERVES			
Interest Reserve	-	4,074.58	4,074.58
Paving Reserve	-	8,031.07	8,031.07
Roof Reserve	-	95,127.51	95,127.51
Painting Reserve	-	35,189.03	35,189.03
Elevator Reserves	-	8,058.10	8,058.10
Total: RESERVES	\$ -	\$ 150,480.29	\$ 150,480.29
EQUITY			
Fund Balance	38,514.18	-	38,514.18
Prior Period Adjustments	(23.82)	-	(23.82)
Total: EQUITY	\$ 38,490.36	\$ -	\$ 38,490.36
Net Income Gain/Loss	46,162.53	-	46,162.53
Total: Liabilities & Equity	\$ 190,658.87	\$ 150,480.29	\$ 341,139.16



Income Statement - Operating
Sea Grape Condominium Association, Inc.
06/30/2026

Date: 7/16/2026
Time: 4:57 pm
Page: 1

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
40 - ASSESSMENTS & OTHER INCOME							
4000-00 Maintenance Assessments	\$ 16,674.00	\$ 16,666.71	\$ 7.29	\$100,044.00	\$100,000.26	\$ 43.74	\$200,000.50
4011-00 Special Assessment - 2026	14,558.00	16,666.67	(2,108.67)	111,305.00	100,000.02	11,304.98	200,000.00
4030-00 Move in Fees	102.50	133.33	(30.83)	950.10	799.98	150.12	1,600.00
4035-00 Late/Legal/Misc Fees	17,441.00	-	17,441.00	17,925.59	-	17,925.59	-
4060-00 Laundry Income	471.79	541.67	(69.88)	2,594.10	3,250.02	(655.92)	6,500.00
4075-00 Las Verdes POA Electric	65.00	65.00	-	390.00	390.00	-	780.00
Total 40 - ASSESSMENTS & OTHER INCOM	\$ 49,312.29	\$ 34,073.38	\$ 15,238.91	\$233,208.79	\$204,440.28	\$28,768.51	\$408,880.50
Total OPERATING INCOME	\$ 49,312.29	\$ 34,073.38	\$ 15,238.91	\$233,208.79	\$204,440.28	\$ 28,768.51	\$408,880.50
OPERATING EXPENSE							
50 - GENERAL & ADMINISTRATIVE							
5015-00 Accounting	500.00	500.00	-	3,000.00	3,000.00	-	6,000.00
5020-00 Legal Expenses	189.80	166.67	(23.13)	189.80	1,000.02	810.22	2,000.00
5025-00 Misc Administrative Expenses	200.21	333.33	133.12	1,248.12	1,999.98	751.86	4,000.00
5030-00 Licenses, Permits & Taxes	-	37.50	37.50	-	225.00	225.00	450.00
5037-00 State Fees	-	5.10	5.10	61.25	30.60	(30.65)	61.25
5080-00 Condo Fees	24.00	24.00	-	144.00	144.00	-	288.00
5200-00 Insurance	9,270.51	11,250.00	1,979.49	55,624.90	67,500.00	11,875.10	135,000.00
Total 50 - GENERAL & ADMINISTRATIVE	\$ 10,184.52	\$ 12,316.60	\$ 2,132.08	\$ 60,268.07	\$ 73,899.60	\$13,631.53	\$147,799.25
54 - UTILITIES							
5400-00 Electricity	493.34	625.00	131.66	3,472.32	3,750.00	277.68	7,500.00
5410-00 Water & Sewer	3,122.28	3,083.33	(38.95)	19,287.48	18,499.98	(787.50)	37,000.00
5415-00 Telephone	155.10	158.33	3.23	945.81	949.98	4.17	1,900.00
5440-00 Trash Removal	96.00	166.67	70.67	576.00	1,000.02	424.02	2,000.00
Total 54 - UTILITIES	\$ 3,866.72	\$ 4,033.33	\$ 166.61	\$ 24,281.61	\$ 24,199.98	(\$81.63)	\$ 48,400.00
62 - LANDSCAPING							
6200-00 Landscape Contract	731.16	725.00	(6.16)	4,386.96	4,350.00	(36.96)	8,700.00
6205-00 Landscape/Atrium Replishment	-	66.67	66.67	300.00	400.02	100.02	800.00
6210-00 Tree Trimming/Removal	-	375.00	375.00	-	2,250.00	2,250.00	4,500.00
6245-00 Irrigation Repairs	-	62.50	62.50	-	375.00	375.00	750.00
Total 62 - LANDSCAPING	\$ 731.16	\$ 1,229.17	\$ 498.01	\$ 4,686.96	\$ 7,375.02	\$2,688.06	\$ 14,750.00
65 - REPAIRS & MAINTENANCE							
6500-00 General Repairs/Maintenance	203.31	833.33	630.02	2,463.25	4,999.98	2,536.73	10,000.00
6517-00 Janitorial Contract	890.00	800.00	(90.00)	4,980.00	4,800.00	(180.00)	9,600.00
6532-00 Fire Systems	63.14	83.33	20.19	441.95	499.98	58.03	1,000.00
6540-00 Cameras	-	83.33	83.33	-	499.98	499.98	1,000.00
6550-00 Pest Control	228.00	266.67	38.67	1,628.00	1,600.02	(27.98)	3,200.00
6555-00 Elevator	261.38	260.00	(1.38)	3,290.76	1,560.00	(1,730.76)	3,120.00
Total 65 - REPAIRS & MAINTENANCE	\$ 1,645.83	\$ 2,326.66	\$ 680.83	\$ 12,803.96	\$ 13,959.96	\$1,156.00	\$ 27,920.00
90 - RESERVE FUNDING							
9015-00 Painting Reserve	1,250.00	1,250.00	-	7,500.00	7,500.00	-	15,000.00
9020-00 Paving Reserve	416.67	416.67	-	2,500.02	2,500.02	-	5,000.00
9040-00 Roof Reserve	12,084.27	12,084.27	-	72,505.62	72,505.62	-	145,011.25
9080-00 Elevator Reserve	416.67	416.67	-	2,500.02	2,500.02	-	5,000.00
Total 90 - RESERVE FUNDING	\$ 14,167.61	\$ 14,167.61	\$ -	\$ 85,005.66	\$ 85,005.66	\$0.00	\$170,011.25
Total OPERATING EXPENSE	\$ 30,595.84	\$ 34,073.37	\$ 3,477.53	\$187,046.26	\$204,440.22	\$ 17,393.96	\$408,880.50
Net Income:	\$ 18,716.45	\$ 0.01	\$ 18,716.44	\$ 46,162.53	\$ 0.06	\$ 46,162.47	\$ 0.00



Ways to keep bugs (cockroaches and ants) away



Block entry points (caulk baseboards, windows and doors especially those shared with the hallway or other units)

Eliminate food sources (store food securely in tight glass or plastic containers (no paper or cardboard)).

Keep surfaces clean by washing dishes and surfaces right away (do not leave dirty dishes or food scraps). A solution of ½ and ½ water and vinegar wipes out an ant scent trail.

Use tight weather stripping on your doors.

Keep stoppers in your kitchen and bathroom drains when not in use. Use mesh on overflow holes.

Keep trash in a bin with a tight lid, clean the inside of the can often and take trash out daily.

Fix any leaky pipes under bathroom or kitchen sinks and wipe down wet sinks.

<https://www.pestshare.com/how-to-bug-proof-your-apartment/#:~:text=Bay%20leaves%20in%20cupboards%20can,new%20pests%20from%20moving%20in.>

Thanks for helping to keep the bugs away!