

**STRATA PLAN # 50**  
**16 Princess Drive, Providenciales, Turks & Caicos**  
**Minutes of the Executive Committee Meeting**  
**Held on June 26, 2024, at 9:00 A.M.**

**Executive Committee Members Present**

Philip Wood (PW)	Chair
Hal Francke (HF)	Director
Stan Hartling (SH)	Director
Kelly Garrett (KG)	Director
Peter Kirby (PK)	Director
Barrie Romkey (BR)	Director

**Executive Committee Members Absent**

Robert Lawrence ®	Director
Sara Whitford (SW)	Director

**Zoom Attendees**

Charles Ennis CE	Cost Manager, Hartling Group
Gerry Greg GG	Fire Engineer, Island Fire Supplies Ltd.
Robert Brown	Director
Ben Hartling	Hartling Group Executive

**By Invitation**

Jeff Morgan (JM)	General Manager (The Palms)
Dawn Jules (DJ)	Owner Relations Manager (The Palms)
Terron Hewitt (RH)	Financial Controller (The Palms)
Patrick Van Hamme (PVH)	Chief Financial Officer (The Hartling Group)
Dennis Voves (DV)	Chief Engineer (The Hartling Group)
Pierre Beswick (PB)	Vice President of Resort Assets (The Hartling Group)

---

**Establishment of Quorum**

There being a quorum of directors in attendance, the meeting was called to order at 9:10 A.M. PW elected and proceeded as Chair.

**Approval of the minutes of the May 9, 2023 Executive Committee Meeting**

PW asked for comments on the minutes. No comments made. Motion for approval. Minutes were approved.

**Review of Strata Financial Statements for the 1<sup>st</sup> Quarter of 2024**

TH reviewed 2024 1<sup>st</sup> quarter financial results with the focus on variance summary. There were further details at the meeting regarding rates and service.

#### Review of Maintenance/Capital Expenditure Work 2023/2024

PB reviewed the maintenance/capital expenditure work for 2023/2034.

PB went through the CapEx, stating as of March, very little has happened, however there is much to happen in the coming months. He went through further details on the Major Expenses where he shared that the balance has been paid on the Hilux truck.

There was discussion in regards to the pool work, material and contractor.

PB shared the next point was on the fire pump and advised that the majority of the equipment is in the basement waiting for the last few pieces. PK asked about the doors and windows in regards to the hurricane season, where PB advised it will be evaluated by the palms team. PB further explained some items in the Major. BR asked about the major air condition cleaning. DV shared that an owner did it where it was very pricy. Discussion was held on the matter where it was suggested to handle in-house with suitable products on a required basis. PB advised that he will look into options of having it done.

DV shared that the building roofs will be resealed during the closure as preventative maintenance, with a flat roof membrane at \$10,000 per building which should last 10 years.

#### Other Business

##### **a) Strata Fees, Capex Assessments, Reserve Balances**

PB asked the meeting to review the balance sheet. PW asked about the Gillen Hall Design account. PV stated that it was removed from the Strata account and placed under the Management company which does not affect Strata. PW asked if the balance sheet will be shown in AGM as owners may have questions. It was confirmed that it would be shared in AGM.

PV went into a further explanation of the balance sheet. TH advised the members that a decision is needed on what should be done with the earnings in 2023. PW noted that he would need to review carefully before providing a response. There were no further questions on the balance sheet.

PB asked if there were any questions on insurance where there were no questions or concerns.

##### **b) Review of Fire Alarm System Proposal**

PW went into the new fire alarm system proposal by introducing GG. GG shared that the current system needs to be discontinued as it takes too long to receive parts. He shared that the parts have also been difficult to find, therefore, a new system would be logical.

PW went through the documents and encouraged all questions. He asked what the requirements would be and the time frame of installation. GG advised that it takes approximately a week on each building for removal of old equipment and installation of new equipment.

SH asked if this could be accommodated during the closure. GG confirmed that they presently have material for two buildings which can be done in the meantime and place the order for the rest of the buildings immediately.

PW added that it makes sense to have this done during the closure.

HF asked what is meant by intelligent system. GG advised that it is a system that can be monitored off site.

PW asked about the cost effectiveness in comparison to other equipment. GG advised that they are basically the same doing the same function.

SH asked about the interest on duty which was confirmed to be zero.

PW indicated the major CapEx can be used. He then asked if there were further questions on the alarm system where SH asked about the size and GG responded that he would have to confirm.

PB asked about the size difference for the panel in the foyer where GG advised that it is smaller. The question was raised by SH, if the system were to go off, would it be able to be remotely silenced. It was explained that someone would have to physically turn it off. GG advised the reason for this is to have someone physically assess the situation. He advised that the system sound is based on the design.

PW asked if there were any competing bids. CE advised that there were no other bids but it can be done. However, he recommends the Honeywell system. PB asked which other resort was using the Honeywell system and it was shared that many of the resorts were changing to this system.

Motion was raised to accept the proposal by PW. Motioned was moved by PK, second by BR and approved by all.

### c) Approval of Proposed Construction Plans for Plunge and 72 West

PW asked if anyone had questions regarding Plunge and 72 West construction plans. SH stated that the west configuration of 72 West has been adjusted a bit. He has received a formal building permit. PW stated that SH has full authority once the Legal Committee reviews the final changes in the supplemental agreement and he will submit the final plans. PW got the authority from the Executive Committee to sign the license/supplemental agreement. The motion was seconded then approved with SH abstaining and PW agreed with SH abstaining.

Confirmation was requested in regards to the completion of the construction in Phase One.

**d) Design Review Overall Resort**

PW stated that they are planning to replace the furniture around the Pool, 72 West & Plunge. SH explained the furniture plans for Plunge & 72 West. PB explained the ventilation systems. SH will provide a summary of what is considered strata and what is not.

PW stated that an owner questioned if they could have an electrical grill on their unit, however the Executive Committee doesn't agree with the idea for the property. HF pointed out that the by-laws don't allow them.

PW mentioned that the phone systems on the property are not good. SH & PB plan to look into these issues. PK would like the television provider to display the channel guide and only one remote to be used with the television. JM stated that the resort has smart televisions, however because of the bandwidth, it is unable to stream Netflix, etc. directly. PB stated that they have switched to Flow for the Wi-Fi because they would be better, however Digicel is better for the cable. PB stated that all IT systems need to be reprogrammed during closure. It was suggested that probably there should be a charge applied to bandwidth for guests and that may be a solution for unnecessary use, weakening the bandwidth. There was also a suggestion to change the access point around the property so that the bandwidth is better.

**e) Scheduling of Executive Committee Meetings**

PW shared that he would like to schedule meetings frequently. The Executive Committee agrees on the fourth Thursday of every quarter in the morning around 10 am. September 26<sup>th</sup> should be the next meeting. PW shared the dates for the future meetings which were Jan 23<sup>rd</sup>, April 24<sup>th</sup> and July 24<sup>th</sup>. The next AGM meeting for 2025 is the week of the 14th & 15th of January.

**Adjournment**

There being no further discussion, PW adjourned the meeting at 12:21 P.M.