

UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION INC

APPROVED Board of Directors Meeting Minutes 4/4/19

CALL TO ORDER: Lauren Wilson called the meeting to order at 10:32am.

ESTABLISH A QUORUM: With all five board members present, President; Lauren Wilson, Vice President; Susan Lerman, Treasurer; Kathryn Murphy, Secretary; Sandy Rahman and Director; Lissa Pygott a quorum was established. Also present was Nicole Banks of Sunstate Management.

PROOF OF NOTICE: Kathryn Murphy confirmed proper proof of notice in accordance with the governing documents and FL ST 720.

The board reviewed and discussed management structure options.

Motion #1: Susan Lerman- I move to restructure the management of University Place to become a Sunstate Portfolio managed property. The Board will, as a result, no longer require the services of a fulltime property manager. Stephanie Curtis' position as University Place Property Manager will end on April 8, 2019.

Second: Lissa Pygott

MOTION PASSED UNANIMOUSLY.

Motion #2: Kathryn Murphy - I move to accept the Curtis Employment Separation Agreement drafted by Attorney Jeremy Anderson with input from Sunstate and the Board. As part of the Separation Agreement Stephanie Curtis will receive a lump sum payment equivalent to 10 weeks of her fulltime salary. This is a severance equivalent to 1 week of salary for each of 10 years of employment.

Second: Sandy Rahman

MOTION PASSED UNANIMOUSLY.

Motion #3: Lissa Pygott- I move to accept the Curtis Health Care settlement. Stephanie Curtis will receive healthcare coverage through the end of April 2019 and then receive a lump sum equivalent to the balance of 10 weeks of severance.

Second: Lauren Wilson

MOTION PASSED UNANIMOUSLY.

Motion #4: Kathryn Murphy-I move to require Sunstate, beginning on April 9, 2019, to provide Nicole Banks as our Portfolio Manager. In addition, the Board requests that Sunstate provide a part-time Administrative Assistant, Kim Delaney. This additional expense will be carefully monitored by the Board and adjusted as required.

Second: Susan Lerman

MOTION PASSED UNANIMOUSLY.

Motion #5: Lauren Wilson- I move to hold the April Board meeting on April 18, 2019 at 5PM at the Charles Towne Pool. This Board meeting is to be immediately followed by a Town Hall open to the community and attended by the Board, our Portfolio Team and the full Sunstate Management Team.

Second: Sandy Rahman

MOTION PASSED UNANIMOUSLY

Motion #6: Sandy Rahman- I move that the Board on April 8, 2019 send to the entire community a letter of explanation of our restructure and a FAQ document.

Second: Lissa Pygott

MOTION PASSED UNANIMOUSLY.

Motion #7: Lauren Wilson - I move to approve the revised Sunstate Contract effective 4/1/19.

Second: Kathryn Murphy

MOTION PASSED UNANIMOUSLY.

Next Meeting Date: April 18, 2019 at the Charles Towne Pool.

Adjournment: With no further business to discuss, Lauren Wilson adjourned the meeting at 1:30pm.