

**Firefly Property Owners Association, Inc.**  
**Board Meeting**  
**December 5, 2018**

**Location:**

- Firefly Cove Lake Lure, North Carolina – The Lodge

**Roll Call/Call to Order:**

- The meeting was called to order by Joe Pritchett at 6:30 pm
- Directors present: Joy Ciocca, Melva Dye, Mike Frosaker, Bill Walker and Joe Pritchett
- Directors present by phone: None
- Directors Absent: None
- Property Owners present: Cheryl and Tom Smith
- Property Owners present by phone: Mike Kirkman

**Quorum:**

- There being a sufficient number of Board members present a quorum was established.

**Approval of Minutes:**

- The minutes from the Firefly Cove Board meeting of November 8, 2018 were approved by motion, second, and a unanimous vote 5-0.

**Property Owners Input/Comments/Concerns**

- President Pritchett recommended the Board go into Executive Session. The executive session began at 6:32pm and ended at 7:19pm. President Pritchett reconvened the regular Board meeting at 7:20pm.
- Secretary Ciocca brought up an email received from a property owner concerning Dock and Boat Slip Rules and enforcement. A brief discussion was held, and the issue was tabled for a future meeting.

**Updates:**

- Treasurer Kirkman provided an update on the account balances as of November 30, 2018:
  - Operating account is approximately \$5,680.32 not including \$9,000 of compliance fees and \$10,400 boat dock fees (which will be transfer to the Reserve account in December) and \$1,752 of prepaid 2019 Dues. We should be fine to cover any bills through year end.
  - Reserve account approximately \$53,325.

### **Discussion Items:**

- Secretary Ciocca gave an update on the vote of the property owners to sell Lot 56 at the terms discussed. As of today, we have 18 Yes votes received. 28 more are needed for the approval to sell to pass 12 to fail. Questions and concerns received from property owners via email were discussed. Should the vote pass, the board will further address these issues with the attorney.
- Treasurer Kirkman opened a discussion regarding the purchasing of AC air filters for the lodge. Two units require 20x20 and one unit 20x22. These can be purchased online, for a price of \$75 and \$90 for a 12 pack. Treasurer Kirkman will order these in January.
- President Pritchett reported that based on the By-Laws, a Dues increase for 2019 is not permissible as it needed to be completed prior to the 2019 Budget was approved. It was suggested that the board reviews a Dues increase for 2020. An assessment is an option however needs further discussion. This was tabled for a future meeting.
- President Pritchett opened a discussion regarding current and future contracts with the POA and various service providers. It was reported that the Bookkeeping Contract, and Cleaning Contract have been renewed with Cook&Co at \$400/month and Margaret Mocese at \$400/month, respectively. Secretary Ciocca stated she has requested a quote from Tirado's Landscaping. President Pritchett stated we still need to find someone to quote the Week Control and Irrigation. The pool contract was discussed, and the board intends to solicit Bob Cameron to perform these services in 2019. The Maintenance Services contract was discussed and determined that we will eliminate this contract in 2019. The board intends to have volunteers handle as many of the tasks as possible. The board will request Bob Cameron attend the next meeting to help transition the services.
- President Pritchett opened a discussion of the use of the boat docks and the silt problem and if 2-3 lots can even be used. After a brief discussion the issue was tabled for a future meeting.
- A brief discussion was had regarding several lots that required upkeep and other POA areas that need clean up and tree removal. ARC Chairman will contact the property owners.
- The date of the next Board meeting will be on Monday, January 7, 2019 at 6:30pm in the Firefly Cove Lodge.

### **Adjournment:**

- The meeting was adjourned at 8:33pm.



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Contract for Services

Cook & Company Accounting, will provide accounting services for the Firefly Cove Property Owners Association, Inc. (POA)

Accounting Services include:

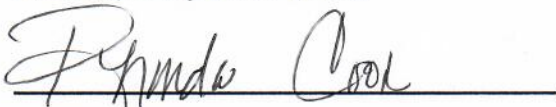
- Invoice lot owner's dues on a quarterly basis
- Maintain records of dues received and dues to be paid
- Retrieve the contents from the POA mailbox at least once a week
- Receive checks from lot owner's and deposit into bank account
- Record checks received for accounting records
- Maintain copies of all deposits
- Pay accounts payable invoices, maintain copies of all checks written
- Record accounts payable checks written for accounting records
- Balance bank statements monthly
- Prepare monthly financial statements and send to board members as required
- Compile financial statements required by generally accepted accounting principles for not-for-profit organizations in compliance with FASB 117
- Meet with any board member in regards to bookkeeping records upon request and appointment

The above listed services will be made available to Firefly Cove POA Inc. at a monthly fee of \$ 400.00 per month payable on the last business day of each month. This agreement will begin on January 1, 2019 and end on December 31, 2019.

Either Cook & Company Accounting or Firefly Cove Property Owners Association Inc. may cancel this agreement, without penalty, by a 30 day written notice.

  
\_\_\_\_\_  
President, Firefly Cove POA Inc.

12/5/18  
Date

  
\_\_\_\_\_  
Name of Vendor

12/5/18  
Date

# Firefly Cove Property Owners Association, Inc.

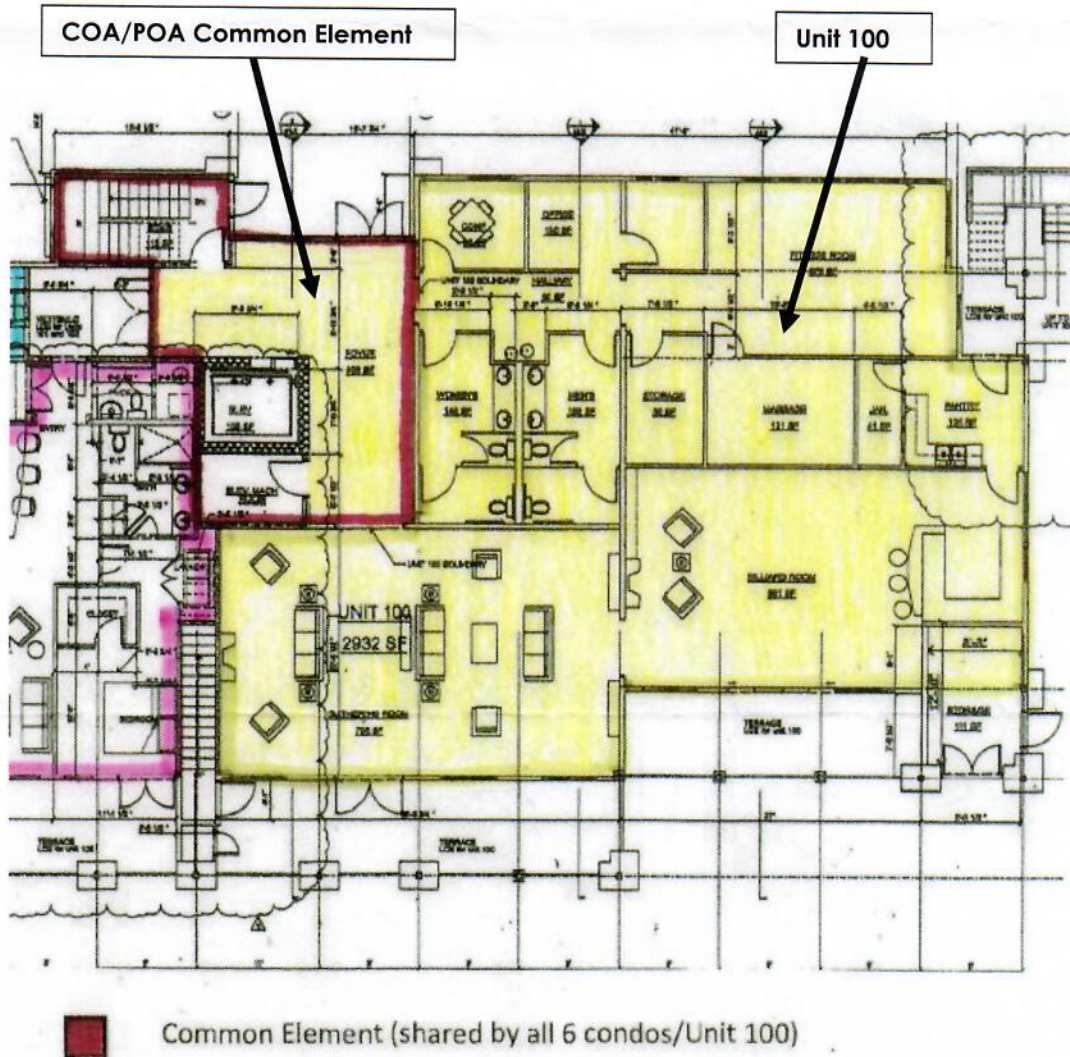
PO Box 303 Lake Lure, NC 28746

## Contract for Cleaning Services

*Margaret M. Moore*  
P.O. Box 64 LAKE LURE, NC 28746

\_\_\_\_\_, will provide Firefly Cove  
(Name & address of the Contractor)

Property Owners Association Inc. (POA) with cleaning services for Unit 100 and the ground floor lobby and hallway that is part of the Condominium Owners Association common element in the Firefly Cove Lodge hereafter referred to as **Common Area**. See Yellow Shaded Area of the Floor Plan.



Detailed cleaning and services requested are listed in Attachment A.

**Firefly Cove**  
AT LAKE LURE



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Overview

Cleaning Services include but are not limited to:

- Inspect all the **Common Area** in the Lodge for cleaning needs Monday and Friday
- Clean Men's and Women's public restroom Monday and Friday
- Clean Fitness room Monday and Friday
- Clean Foyer and Hallways Monday and Friday
- Clean Gathering room Monday and Friday
- Clean Billiard room Monday and Friday
- Clean Pantry Monday and Friday
- Clean all **Common Area** floors Monday and Friday
- Clean Conference room (POA Office) Monday or Friday
- Clean windows (interior and exterior) April and October
- Blow off leaves at the entrance to the Lodge and the pool deck Monday and Friday
- Remove trash from receptacles in the **Common Area** and Pool Area Monday and Friday

Additionally, the following cleaning projects are not required on a scheduled basis as noted above. However, they are required to maintain the facilities in top condition and are considered part of the general contract:

- Water plants, flowers, and ferns at the Lodge entrance, inside the Lodge, and on the pool deck as needed.
- Purchase supplies as needed for Lodge which includes cleaning supplies, soaps, air freshener, paper towels, and toilet paper. All supplies will be invoiced at cost with a receipt.

The above listed services will be performed by the Contractor for Firefly Cove POA Inc at a monthly fee of \$ 400.00 per month, payable on the last business day of each month.

**Firefly Cove**  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

This agreement will begin on 01.01.2019 and end of December 31, 2019  
(Date)

If for some reason, the POA believes there is a deficiency in the performance of these services, the POA President shall notify the contractor in writing. The contractor will correct the deficiency identified within one business day unless other arrangements are agreed to in writing.

Either MARGARET' MORAISE or Firefly Cove Property  
(Name of Contractor)

Owners Association Inc. may cancel this agreement, without penalty, by a 30 day written notice.

If any of the work days are missed (sick, vacation, etc.), then the monthly payment will be reduced by the number days missed. Additionally, if Monday is a federal holiday, then the work shall be done on Tuesday (the day after the federal holiday. If Friday is a federal holiday, then the work shall be done on Thursday (the day before the federal holiday)

[Signature]  
President, Firefly Cove POA Inc.

11-23-18  
Date

Margaret' Moraise  
Name of Contractor

11.23.2018  
Date

## ATTACHMENT A

Firefly Cove Lodge **Common Area** Cleaning Maintenance

**Nature of Facilities:**

**Firefly Cove**  
AT LAKE LURE



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## ATTACHMENT A

### Firefly Cove Lodge **Common Area** Cleaning Maintenance

#### **Nature of Facilities:**

Firefly Cove Lodge consists of private condominiums, POA common area (Unit 100), and COA common elements within the Firefly Cove Lodge. The Firefly Cove POA Board assumes the responsibility for cleaning the **Common Areas** as shown highlighted in yellow above.

#### **Purpose of Request for Bids**

The purpose of this request is to solicit bid proposals from cleaning/janitorial services contractors to provide twice weekly cleaning of restrooms, meeting room, weight room, recreation room, kitchen area, office spaces, and corridors as shown in the **Common Areas** as shown highlighted in yellow above.

#### **Product Specifications**

These specifications request cleaning services such as vacuuming, sweeping, moping, wiping, dusting, sanitizing, emptying, spraying, moving, polishing, buffing, and unloading and all types of custodial services typically rendered in a public commercial setting. These services include removing trash and replacing trash bags, as well as replacing paper products (paper towels, toilet paper, etc.) as appropriate.

The areas to be cleaned include, but are not limited to, all **Common Area** of the Firefly Cove Lodge space, including offices, conference rooms, pantry, fitness room, gathering room, billiard room, restrooms and related lavatory units, corridors and halls, windows, exercise equipment, interior and exterior doors, fixtures, glass, mirrors, shades, desks and other furniture.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Hours of Services**

Cleaning onsite is to take place so as not to disturb any occupants of the lodge condominiums and must be completed between 9am and 5pm.

## **General Conditions**

Cleaning services shall be provided by the contractor for the spaces outlined below.

It is the responsibility of the contractor to submit an itemized receipt for supplies purchased to the Firefly Cove POA bookkeeper. Firefly Cove POA reserves the right to designate what cleaning supplies should be used in the premises

If the Contractor uses its own employees to perform the prescribed work, the Contractor must provide adequate supervision. Employees performing services under this contract shall be selected by and supervised by the Contractor who shall function as an independent contractor to the Firefly Cove POA. Contractor should be readily available to communicate with the Firefly Cove POA President and/or designate to discuss work or concerns. Prior to the start of the contract, Firefly Cove POA must be provided with the names and copies of picture identification of each individual assigned to fulfill the detailed scope of work at Firefly Cove by the Contractor, if requested by the Firefly Cove POA Board.

## **Security**

Contractor shall keep all doors locked while cleaning the building and shall make sure all doors and windows, interior and exterior in the common areas, are locked before leaving the premises.



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

These specifications outline that the following rooms are covered under this contract and should be cleaned as outlined in the cleaning schedule.

<b>Area in Lodge</b>	<b>Cleaning Schedule</b>
Women's Restroom	Monday and Friday
Men's Restroom	Monday and Friday
Fitness Room	Monday and Friday
Hallways	Monday and Friday
Gathering Room	Monday and Friday
Billiard Room	Monday and Friday
Pantry	Monday and Friday
Conference Room (POA Office)	Monday or Friday
Foyer	Monday and Friday
HVAC Room	Twice a Year April and October
Storage Room	Twice a Year April and October

## **CLEANING SPECIFICATIONS**

These specifications are intended to set forth the requirements of the cleaning contractor for an adequate level of cleaning under normal conditions and building use, traffic area density and soil load. It is expected that weather conditions and other factors may at time impose a greater or lesser cleaning requirement and at such time Firefly Cove POA Board will decide between a balance of general cleaning levels throughout the building to cope with abnormal circumstances or to authorize additional cleaning as required. During all cleaning services provided, the contractor should follow safety precautions and post signs of wet floors and other potential safety hazards.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## RESTROOMS

- a. Restrooms will be thoroughly sanitized.
- b. Check and refill toilet paper dispensers, paper towel dispensers, and soap dispenser with hypoallergenic, anti-bacterial soap.
- c. Empty all waste receptacles, remove waste, including stall disposal receptacles to a collection point and dispose of in the proper disposal containers or dumpsters. Replace with clean liners.
- d. Disinfect all plumbing fixtures, including all basins, toilet bowls including the toilet seats (topside and under sides), and urinals inside and out. Leave toilet seats up after cleaning.
- e. Damp wipe all partitions with disinfectant. Spot clean all walls. Remove all graffiti on all walls, stalls, and other surfaces.
- f. Sweep and wet mop floors with a disinfectant cleaning agent.
- g. Report to the Board any damage, hazardous conditions, or vandalism.

## FITNESS ROOM

Follow usual cleaning procedures, including cleaning and disinfecting all weight equipment, all exercise equipment, and all fitness equipment.

## FOYER AND HALLWAYS

- a. Empty and remove trash in waste receptacles. Move to a collection point and dispose of in the proper disposal containers or dumpsters. Damp wipe waste receptacles inside and out to remove soil. Replace plastic liners when used in waste receptacles.
- b. Clean smudges and soil from glass in partitions.
- c. Thoroughly vacuum and spot clean all stains on all mats and carpeted areas. Dust mop smooth floors with treated dust mop. Damp/wet mop.
- d. Spot clean finger marks and smudges on walls, door facings and doors.
- e. Entry doormats are to be shaken out, spot cleaned and vacuumed.



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **GATHERING ROOM, BILLIARD ROOM, PANTRY, CONFERENCE ROOM, OFFICES**

- a. Empty and remove trash in waste receptacles.
- b. Move to a collection point and dispose of in proper disposal container or dumpster.
- c. Damp wipe waste receptacles inside and out to remove soil.
- d. Replace plastic trash liners.
- e. Spot clean glass in doors and partitions and the inside of windows to remove smudges.
- f. Dust mop smooth floors with a treated dust mop, sweep rough wood or concrete floors to include corners, baseboards and inaccessible areas such as behind furniture, etc. Furniture may need to be moved to properly clean rooms.
- g. Mop floors, except in carpeted areas with a general purpose disinfectant cleaner.
- h. Rearrange furniture as needed.
- i. Clean sinks and fountain fixtures. Replenish paper towels and soap dispensers.
- g. Clean and wash all tables and counters used for eating or preparation of food.
- h. Clean kitchen areas and replace paper towels and soap dispensers.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **ADDITIONAL SERVICES**

The following cleaning projects are not required on a daily basis. However, they are required to maintain the facilities in top condition and are considered part of the general contract.

- a. Steam clean carpet in fitness room. Twice a year (April and October)
- b. Polish all furniture. (Once a month)
- c. Clean all lighting fixtures, attached and unattached, and removing dust and insect webs. (Once a month)
- d. Inspect ceiling and ceiling beams and remove all dust and insect webs. (Once a month)
- e. Wash all windows (interior and exterior) and window frames. Twice a year (April and October)
- f. Dust all high level ledges and fittings. (Once a month)
- g. Blow off leaves and debris at the entrance to the Lodge and the pool deck
- h. Remove trash from receptacles in the common area and pool area.
- i. Water plants, flowers, and ferns at the Lodge entrance, inside the Lodge and on the pool deck.
- j. Purchase supplies for the Lodge which includes soaps, air freshener, paper towels and toilet paper, etc. All supplies will be invoiced at cost with a receipt.

## **Inspection**

The contractor shall immediately report any repair or maintenance issues to the Firefly Cove POA President or to the Firefly Cove POA Board.