

TWIN SHORES BEACH & MARINA, INC.
BOARD OF DIRECTORS MEEETING
FEBRUARY 20, 2013 AT 9 AM
TWIN SHORES CLUBHOUSE, LONGBOAT KEY, FL

Public Expression

Paul Stewart #79 spoke concerning signs advertising work/businesses in the park. He felt that this type of sign was against our rules.

Call to Order

The meeting was called to order by President Victoria Van Meier at 9:08am

Roll Call

A quorum was established with the following Board members present in person: Victoria Van Meier, Stephen Koerner, Linda Huber, Mercy (Mandy) Brewer, Gary Bruce and Robert (Bob) Martin. Elaine Rufener was excused.

Reading of minutes

A **motion** was made to waive the reading of the minutes by Robert Martin and seconded by Gary Bruce. Passed Unanimously. A **motion** was made to approve minutes by Bob Martin and seconded by Gary Bruce. Passed Unanimously.

Treasurer's Report

Mandy Brewer read report. See Attached.

A discussion was had by the Board.

A **motion** to approve the treasurer's report was made by Linda Huber and seconded by Steve Koerner. Passed Unanimously.

Correspondence

None

Progressive Community Management Co. Report

Shane Raniere: Welcome owners. Letters went out to several owners to have repairs made to their units and outbuilding areas. Contact him at PCM if there is any question concerning what needs to be done or if there is a problem completing the repairs. We still have a missing board on the boat dock fishing pier. Gary Bruce said he will take care of it.

Maintenance Report

Vickie Van Meier: See attached.

Parking Report

Bob Martin: There are 15 spaces. All spaces are rented except one. This will be offered to the next person on the waiting list.

A letter was sent by the Management Company to the shareholder whose tenant is parking next to the roadway. The letter stated that parking there was illegal based on a conversation I had with a LBK patrol officer. Shareholder has taken exception to this and stated in a letter that all cars parked up front are illegal. In March of 2011, I was informed by Rick Hartman, LBK Code Enforcement, that the parking spaces in front of Units 1, 2, 3 and the Office were non-conforming, but they are grandfathered in as long as we do not make any changes to the existing space.

There is no designated parking space on the roadway in front of the duplex. Therefore, I'm not certain parking there is grandfathered in. I'll have to investigate this further if the Board agrees.

Shane spoke about the letter that was sent and recommended that a meeting be set up with the shareholder concerning this problem. It was decided to set up a meeting with Paul & Nancy Cornuke, Board members, Bob Martin, Linda Huber & Steve Koerner and Shane Raniere from PCM. Shane will call to set up the meeting.

Committee Reports:

Financial: Pat Novi: See Attached

Beautification: Nancy Martin:

We are waiting for a written estimate for a fence along the back of the garden area by the parking and shuffleboard area. Arrow Fence came the other day and Alex has also looked at the area. The flowers are doing well. There have been many positive comments about the navy blue pots by the Office and front mobiles. Thanks to Al & Dottie for caring for that area. Thanks also to Ken & Pat Horton for watering the marina and deck pots.

We will hopefully be working on a garden in front of #51 now that the siding is completed.

Marina: Gary Bruce:

Marina is oversold for big slips and we have rented the last ground out slip. Contracts have gone out to all renters. We will need to replace decking on some docks. Shane asked for an estimate to repair the docks. Gary will get the cost for Trex decking. A discussion was had by the Board.

Storage: Nancy Martin:

Sixteen units are rented. Two people are on the waiting list. Six units are paid for next year. Four units are held for the North Villas.

The men in the park believe at some point we can take the rest of the damaged tiles down in the #2 area and have no ceiling. Leaving the original frame up for future use might be possible. Since the roof on the Maintenance Building has been replaced, we should have no further water damage in the storage area.

Web Site: Mandy Brewer:

Things are going well. All minutes are posted on the secure side of the website. Currently, 50 units are on the electronic submission list.

Rules & Regulations: Steve Koerner:

We recently learned that the Rental Committee had also developed a draft of a revised rental application form, similar to what our committee had drafted. There were some differences however. I met with Nancy Martin of the Rental Committee to work out the differences, which are reflected in the attached version.

Rental: Joan Fulchino:

We had a rental committee meeting on Feb. 12, 2013. The committee felt we had a good turnout and positive comments. Each rental unit got a copy of the Rules & Regulations, parking passes and recycling information. Renters that did not attend will also get the same information as well as new renters coming in March, Nancy Martin & I have agreed we will do this again next year in Jan.

Old Business

Maintenance of Individual Units:

Letters went out to several units indicating areas that are in need of attention.

P. 62, paragraph 22 of the Prospectus was read. It states " If the Lessee shall fail for 30 days after notice to make repairs or perform maintenance to any part of the unit or maintain, repair or replace structural components of the mobile home(s) on the unit, or if mechanical, electrical or plumbing elements require repair or replacement to prevent damage to another unit, or shall fail to remedy a condition on the unit which has become objectionable to the Corporation, the Corporation shall give reasonable notice and opportunity to Lessee of a hearing to determine the appropriate action. If Lessee shall fail to appear at such hearing to be held before a committee of other unit owners or perform or comply with any of the covenants or provisions of this lease within the time required as a result of a hearing (not less than 5 days, except in the case of an emergency), then Corporation may, but shall not be obligated to, levy a fine not to exceed one hundred (\$100.00) dollars against Lessee per violation and \$100.00 for each day that Lessee fails to comply with such requirement not to exceed in the aggregate \$1,000.00. The Corporation shall be entitled to charge the Lessee all expenses incurred, which charges shall bear interest at the legal rate, until paid in full, and if unpaid for thirty days, the Corporation shall have a cause of action for damages against the Lessee.

TAKE YOUR LETTERS SERIOUSLY. W all want our park to look the best it can.

5 year plan: Mandy Brewer

We have had one meeting so far and have another scheduled for this week. We look to have a draft completed by the end of March.

Roof – Laundry: The Board received an estimate of \$3,100.00 from Enviro-Tech. It is the same style roof that was installed on the Boat House and the Maintenance Building. A discussion was had by the Board. We will seek other bids and table this issue until next month.

Unit #21: We will get more bids. A discussion was held regarding paying shareholders for doing some work and getting volunteers for other work.

Signs: No Soliciting & No Motorcycles: The signs have been purchased will be delivered by the end of the Month.

Fence: Beach Harbor: They do have a bid from Arrow Fence.

Fireplace Controls: Electric Igniter: We have a price of \$1850 for a new system, including logs. A discussion was had by the Board. We will look for additional solutions.

Clubhouse Furniture: Table & Chairs: Tabled until March

Clubhouse Ceiling & Lights: We received a bid from Herb Dolan.

Discussion was had by the Board. This project will be incorporated into the 5 year plan.

Election: 4 people have put their names in for the 3 open spots: The candidates are Mandy Brewer, Steve Koerner, Pat Novi and Bill Tow.

Refrigerator: John Brewer found a double door fridge that might work. It is 28cu. Ft. and comes with an ice maker. The cost was approx. \$2000. A discussion was had by the Board. A **motion** was made by Steve Koerner and seconded by Linda Huber to approve the purchase of the refrigerator recommended by John Brewer subject to the measurements fitting into the space. Passed Unanimously. Steve Koerner will put the old refrigerator on Craig's List.

New Business

Board Approval- Rental and Sales: See attached.

A **motion** was made by Linda Huber and seconded by Mandy Brewer to approve the rentals. Passed Unanimously.

Sale of unit 97:

Vickie Van Meier stated that "we had an incident in January where a present owner who was a co-owner bought out his partner. Due to the circumstances of this man already being a shareholder and of age, we waived the buyer interview. Later I was asked by their closing attorney if he could put his girlfriend on the lease and I said yes, but send us a copy of her ID and have her fill out an interview form. It wasn't until after the closing that we received that information. Upon receiving this information, we realized the girlfriend was not of age. We then sought the opinion of our attorney." Vickie Van Meier then read a part of the Prospectus indicating the decision by the Board does not set a precedent:

Prospectus: page 62, paragraph 25. Waiver it reads:

"The failure of the Corporation to insist, in any one or more instances, upon a strict performance of any of the provisions of this lease, or to exercise any right or option herein contained, or to serve any notice, or to institute any action or proceeding, shall not be construed as a waiver or a relinquishment for the future of any such provision, options or rights, but such provisions, options or rights shall continue and remain in full force and effect. The receipt by the Corporation or rent, with knowledge of the breach of any covenant hereof, shall not be deemed a waiver of such breach, and no waiver by the Corporation of any provisions hereof shall be deemed to have been made unless in writing, expressly approved by the Directors."

She then said, "In essence this means though a mistake was made, it does not set precedence. It also shows the directors that waiving interviews for any reason shall not happen in the future. Even though this has happened we do have interview forms signed by both parties that they read and understand the prospectus, rules and regulations so we can expect them to follow our age requirement rules, etc.

A **motion** to approve the sale was made by Linda Huber and seconded by Steve Koerner. Passed Unanimously.

Board Approval- Work to be done by Shareholders: (See attached)

A **motion** to approve the requests was made by Linda Huber and seconded by Gary Bruce. Passed unanimously.

Vote- Rules & Regulations: The Rules and Regulations went out to the owners in accordance with the Florida Statutes. A **motion** was made by Mandy Brewer and seconded by Bob Martin to approve the revised Rules & Regulations as distributed to the shareholders. Passed unanimously.

Extension of Special Assessment: A recommendation was made from Finance Committee to extend the special assessment of \$125/month per share, for 36 months or until the loan is paid off. A **motion** by Mandy Brewer and seconded by Steve Koerner to extend the special assessment as recommended. Passed Unanimously.

Prepayment of Special Assessment: A **motion** was made by Mandy Brewer and seconded by Robert Martin not to allow a full prepayment of the Special Assessment. Passed Unanimously.

Hot Water Tank: N. 21 Block: 6 families share this heater. Only one family uses it during summer. The estimated cost for a tank-less water heater is \$1699 and \$3 75 for the venting. A discussion was had by the Board. A **motion** was made by Linda Huber and seconded by Gary Bruce to approve the installation of a tank-less water heater. Passed Unanimously.

6.

#95 Replace Pole and Reconnect Lines: Estimate of \$1895 to replace pole. A **motion** was made by Gary Bruce and seconded by Bob Martin to approve the bid and have pole installed sometime after April. Passed Unanimously.

Rental Application: The proposed new rental application matches the new rules and regulations. A discussion was had by the Board. A **motion** was made by Bob Martin and seconded by Steve Koerner to approve the new rental application. Passed Unanimously.

Role of Management Company: Members of the Board met with the management company to discuss Board and Management roles after Vickie Van Meier no longer serves on the Board. A discussion was had by the Board. The Board will be looking at finalizing the processes. A **motion** was made by Linda Huber and seconded by Steve Koerner to increase the role of PCM, change billing address to PCM and not to hire someone for the Office at this time. Passed Unanimously.

For the Good & Welfare of the Community:

Linda Huber will be working on the new Directory on Elaine Rufener's behalf.

Charles Craig #49 : Expressed concern for the infrastructure of the association I.e. plumbing, electric, etc. – felt these should have priority over cosmetic changes

Barbara Ann Manning #43: Request to put a table over by the beach. Board does not recommend.

John Brewer #70: Expressed concern over shareholder installed plantings that damage common element property.

Paul Stewart # 79: Expressed concern about how to tell who is an owner and who is a renter and about possibly capping the number of renters..

Rita Draveling #30: Expressed concern about dumpsters being left out at night.

Adjournment

A motion to Adjourn was made by Steve Koerner and seconded by Gary Bruce. Passed unanimously. Meeting adjourned at 11:43am.

Respectfully submitted by,

Shane Raniere,
Recording Secretary
SR: kmd
Edited by Secretary Linda Huber

TWIN SHORES BEACH AND MARINA, INC.

MONTHLY DIRECTORS REPORT

TREASURER, Mandy Brewer

February 20, 2013

Date of Accounts: January 31, 2013

Operating account:	_____	\$ 78,338.42
Money Market	_____	\$80,095.57
Petty Cash	_____	\$ 292.39
Special Assessment	_____	\$13,942.98
TOTAL	_____	\$172,669.36

Loan Balance Feb. 19, 2013 _____ \$344,176.43

Villa Reserve Account : 1/31/2013 _____ \$ 9,846.34

1.. As of February 19, 2013 there is a total of \$961.00 due in HO's fees, late fees , and Administrative fees from 1 person. There is \$1,295 due in Special Assessment fees, late fees and Administration fees from 11 people making a total of \$2,256 currently owed in both Homeowners and Special Assessment fees.

2. We have a number of people paying in advance. As of February 19, 2013 we have \$4,435.00 prepaid in Special Assessments fees and \$500.00 in HO's prepaid. This results in a total of \$4,935.00 in prepaids.

3. As a reminder, anyone owing any fees will not be approved for any rental. We have sent individual bills to the ones with miscellaneous fees that are owed explaining what the fees are for and asking for payment. The Management Company charge is \$10 per bill. This has been working extremely well.

4. On January 16, 2012 we did make a one time principal payment from the Operating account of \$70,000 to pay down the existing Villa Loan.

5. As recommended by the Finance Committee , a new loan for the remaining principal amount as of March 1st, 2013 is being secured for 3 years at 3.875% with monthly payments of approximately \$10,000.00. This will pay off the loan completely in 3 years based on a continued monthly special assessment of \$125.00 per unit excluding the Villas. A recommendation to extend this special assessment will be addressed later in this meeting.

6. Shareholders Interest and Property taxes on common property will be available for income tax purposes and included in the mailing of the minutes.

Mandy Brewer, Treasurer, Twin Shores Beach and Marina

TWIN SHORES BEACH AND MARINA, INC
3740 Gulf of Mexico Drive
Longboat Key, Fl. 34228

February 20, 2013

MEMO: To all Shareholders:

RE: Property Taxes and loan interest paid during 2012

For your information and possible tax purposes, the following information is each shareholder's share of the taxes and interest paid by Twin Shores for 2012.

You may wish to consult your tax advisor for possible use of the following.

Property taxes paid by Twin Shores Beach and Marina ...\$5,266.87
Interest paid on Villa Loan to Florida Shores Bank.....\$59,606.41

Each shareholder's amount that may be used is : Taxes ..\$59.85
Interest....\$677.35

Any questions please contact Mandy Brewer, Treasurer
mandybrewer@juno.com

Twin Shores Beach and Marina, Inc.

February 20th, 2013

We had a huge sewer problem between units 97 & 98. The big problem was roots from the ficus palms that were planted years ago by the owners of those units. We need to enforce that no trees are planted without approval of the board and the board needs to know where the sewer pipes run. We were asked why we didn't replant something. All I can say to that is it clearly states in the prospectus that anyone who plants something that interferes with the sewer system can be held accountable.

Root eating chemicals can be put in sewer clean-outs that contain 95% copper sulfate.

Again, someone put a TV by the dumpsters. That is not the responsibility of the park to get rid of old TV's. Whoever is responsible, please take it to the Waste Management Dump, or call Waste Management to pick it up.

We have a contract to look at for the laundry room roof. There are now 2 layers of roof that needs to come off to solve the long standing problem of leaking. We have a contract to look at regarding replacing an old telephone pole of ours behind #95. I would suggest that in the 5 year plan our owned poles should be looked at and replaced as needed. Our poles are the ones with the meters on them and we are responsible for them. The taller FPL power poles are the ones with the electric lines coming to our meters. We have some low hanging lines and it was suggested by FPL that we get an electrician to put "down guy anchors" on them to straighten them which will tighten up some lines. Comcast should also be called to tell them they should tighten their lines and clean up lines that are just lying on the ground

Old cast iron sewer pipes for unit #51 needed to be replaced due to holes in the old pipes. The siding is done on unit #51 and looks great.

I am getting bids on fixing the roof on #21. Euro-Tech decided they can't do it and recommended a few companies that would look at it.

Mario did some clean-up work on the A/C unit on #21. Some light bulbs were replaced in the clubhouse by Charles and Gary.

Mario Novi happened to look into his main switch electrical box and saw something that didn't look safe. It would be a good idea for all shareholders to look at their electrical boxes for inspection. These are out in the elements and do rust and corrode and such maintenance could prevent a fire.

Victoria VanMeier

Finance Committee
Report
Feb 20, 2013

Committee: Janet DeJande, Joan Fulchino,
Kaye Bruninger, Fred Huber &
Pat Novi, Chair.

We met several times thru February discussing the budget, which numbers changed several times; due to updated bills for insurance, etc.

At the present time we have balanced the budget subject to reviewing it with the management company within the next few days.

The committee still recommends the following:

1. The special assessment be approved by the board for 36 months or until the mortgage is paid off whichever ever comes first.
2. No prepayments to be made by a shareholder. Reason being the monthly mortgage payment will stay the same even if lump sum payments are made.

Respectfully Submitted
M. Patricia Novi, Chair

TWIN SHORES BEACH & MARINA, INC.

RENTAL APPLICATION

IS THIS A RENEWAL? YES ____ NO APPLICATION FEE REQUIRED

NO ____ APPLICATION FEE REQUIRED

SUBMIT COMPLETE APPLICATION AND FEE OF \$100.00, IF REQUIRED, FOR DIRECTORS' APPROVAL TO TWIN SHORES NO LATER THAN THE BOARD MEETING PRECEDING THE STARTING DATE OF THE RENTAL.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE APPROVED –ADDITIONAL FEE OF \$50.00 WILL BE DUE AND PAYABLE UPON SUBSEQUENT APPROVAL.

APPLICATION WILL BE DENIED IF THE SHAREHOLDER IS NOT CURRENT WITH ALL SHAREHOLDER FEES AND ASSESSMENTS.

IF A TENANT LEAVES EARLY BEFORE THE MINIMUM UNIT RENTAL PERIOD HAS ELAPSED, THE REMAINDER OF THE MINIMUM UNIT RENTAL PERIOD IS BLOCKED OUT AND NO ONE ELSE CAN RENT OR USE THE UNIT DURING THAT TIME.

OWNER _____ REQUEST APPROVAL TO RENT UNIT # _____

LEASE PERIOD: FROM _____ TO _____ (Include year)

1) TENANT(RENTER): _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE OF BIRTH _____ (PHOTO ID REQUIRED) EMERGENCY CONTACT(NAME) _____

RELATIONSHIP _____ PHONE #(s) _____, _____

2) TENANT(RENTER) _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE OF BIRTH _____ (PHOTO ID REQUIRED) EMERGENCY CONTACT(NAME) _____

RELATIONSHIP _____ PHONE#(s) _____, _____

ONE CAR PER UNIT: MAKE OF CAR _____ LICENSE PLATE # _____

OWNER AND TENANT: PLEASE READ AND SIGN ON THE REVERSE SIDE ACKNOWLEDGING YOUR RESPONSIBILITIES REGARDING THE RULES AND REGULATIONS OF TWIN SHORES BEACH & MARINA, INC.

BOARD APPROVAL _____ DENIED _____ REASON _____

DIRECTOR SIGNATURE _____ DATE _____

OWNER/SHAREHOLDER:

- SUBMIT COMPLETED APPLICATION AND \$100.00 FEE, IF REQUIRED.
- BE AWARE OF FEES AND/OR TAXES REQUIRED BY LONGBOAT KEY, SARASOTA COUNTY AND STATE OF FLORIDA ASSOCIATED WITH RENTAL PROPERTIES
- PROVIDE KEYS TO THE UNIT, MAILBOX KEY AND PARKING PASS FOR ANY GUEST.
- UNIT SHOULD BE CLEAN, FULLY EQUIPPED AND TURNKEY READY. LIABILITY INSURANCE COVERAGE, FIRE EXTINGUISHER AND SMOKE DETECTORS ARE RECOMMENDED.
- RULES AND REGULATIONS HAVE BEEN PROVIDED TO ALL OWNERS AND A COPY SHOULD BE MAINTAINED IN EACH UNIT. NOTE: THERE WILL BE A \$10.00 FEE FOR REPLACEMENT COPIES – ALSO AVAILABLE AT NO COST ON OUR WEBSITE AT www.twinshoreslbk.us
- 2 MONTH MINIMUM RENTAL IS REQUIRED FROM DECEMBER 1ST THRU APRIL 30TH. 1 MONTH MINIMUM RENTAL IS ALLOWABLE FROM MAY 1ST THRU NOVEMBER 30TH. NOTE: A MAXIMUM OF 3 RENTALS PER CALENDAR YEAR.

IF RENTAL RULES ARE NOT FOLLOWED, A FINE OF UP TO \$100.00 PER DAY MAY BE IMPOSED AND MAY RESULT IN THE LOSS OF RENTAL PRIVILEGES FOR ONE YEAR. SEE RULES AND REGULATIONS ¶B.11.

OWNER SIGNATURE _____ DATE _____

TENANT/RENTER:

- PROVIDE PHOTO ID(s) ALONG WITH COMPLETED APPLICATION
- REGISTER IN THE WHITE BOOK IN THE CLUBHOUSE – STATE LAW
- KNOW AND ADHERE TO THE FOLLOWING
 - *ONLY 2 TENANTS MAY OCCUPY UNIT – AT LEAST 1 MUST MEET THE 55+ AGE REQUIREMENT.
 - *ONLY 1 CAR IS PERMITTED AND TO BE PARKED IN ASSIGNED SPACE. GUESTS PARK IN GUEST PARKING AREA AND DISPLAY PARKING PASS ON DASHBOARD.
 - *MOTORCYCLES, PETS AND SUBLETTING OF THE UNIT ARE PROHIBITED.
 - *RECYCLING RULES AS DISPLAYED IN THE DUMPSTER AREA.
 - *USE OF ANGEL SOFT TOILET TISSUE TO AVOID SEWER SYSTEM PROBLEMS

CONTACT OWNER FOR QUESTIONS, CONCERNS OR PROBLEMS RELATING TO THE UNIT

WELCOME TO TWIN SHORES – SEE PARK ACTIVITIES POSTED IN THE CLUBHOUSE OR AT www.twinshoreslbk.us

TENANT(S) SIGNATURE 1. _____ DATE _____
2. _____ DATE _____

Send completed forms and application fee (if applicable) to:
TWIN SHORES BEACH AND MARINA
c/o Progressive Community Management, Inc.
3710 South Osprey Ave.
Sarasota, FL 34239

Board Approval – Rental & Sales

Rental:

- | | |
|-------------------------------------------------|--------------------------------|
| 1. #51 Association to Don & Linda McKay | Jan. 16, 2013 – March 16, 2013 |
| 2. #68 Stiles to Dorothy Wodock | Jan. 1, 2013 – Dec. 31, 2013 |
| 3. #76 Tupper to Raymond & Sandra Ostlund | Jan. 1, 2014 – Feb. 28, 2014 |
| 4. #92 Lantery to Rollie & Carol McInnis | Feb. 1, 2013 – March 31, 2013 |
| 5. #94 Durkin to Charles Galea | Feb. 4, 2013 – April 4, 2013 |
| 6. #102 Cotner/Alogna to Jim Wood | Feb. 1, 2013 – March 31, 2013 |
| 7. #104 Cotner/Alogna to Michael & Ann Sakowsky | Jan. 1, 2013 – April 1, 2013 |
| 8. #106 Cotner/Alogna to Ginger Perlman Wilson | Feb. 14, 2013 – April 14, 2013 |

Loan:

- | | |
|-----------------------------|--------------------------------|
| 1. #90 Seitz to Fantelli ? | Feb. 15 , 2013 – Feb. 22, 2013 |
| No prior Board notification | |

Sales:

1. #97 Goddard to Joseph J. Moses & Amy Jo Serig

Board Approval – Work to be done by Shareholder

1. #28 Delande
Request approval to repaint window shutters – same color.
2. #74 Fulchino
Request approval to paint the front & back porch approximately the same color.