

Twin Shores Beach & Marina Inc.

Board of Directors Meeting

January 15, 2014 at 9:00 AM

Twin Shores Clubhouse

Public Expression Regarding Agenda Items:

Nancy Martin expressed interest in resurfacing the shuffleboard courts. She received an estimate of \$300 /per court with an optional glass bead infused covering for additional \$150/per court. She requests that the Board discuss the matter.

Call to Order: Steve Koerner Called the meeting to order at 9:06am

Roll Call: Linda Huber; Present in person were Steve Koerner, Bob Martin, Mercy (Mandy Brewer), Linda Huber, Pat Novi, Gary Bruce & Elaine Rufener. Also present was Shane Raniere representing Progressive Community Management.

Reading of Minutes – Nov. 20 & Dec. 13: Linda Huber read the draft minutes of the November 2013 Board of Directors Meeting. Steve Koerner requested one change be made to the November minutes. The change was in the Maintenance Report on p. 2. The bill for plumbing repair was not shared by the Park and owner. The bill for blockage was paid by the Park.

Motion by Mandy Brewer, 2nd by Gary Bruce to approve the amended minutes of the November 2013 Board Meeting.

All members present voted in favor. Motion Passed.

Linda Huber read the draft minutes of the December 2013 Board of Directors Emergency Meeting. Mandy Brewer requested a change to the minutes.

Motion by Elaine Rufener, 2nd by Gary Bruce to approve the amended minutes, of the December 2013 Board Meeting.

All members present voted in favor. Motion Passed.

Treasurer's Report: Mandy Brewer: See attached.

Motion by Linda Huber, 2nd by Pat Novi to accept the Treasurer's report.

All members present voted in favor. Motion Passed.

Correspondence: Linda Huber: None

Manager's Report: Shane Raniere: Shane welcomed back all the owners and wished them a happy New Year. He stated that most owners will soon be receiving letters from Progressive Community Management with work needing to be done on their units and/or outbuildings. He encouraged the owners to open the letters and complete the requested work. If you have any questions, or are having trouble completing the requested work in the given timeframe, please contact Shane Raniere to make arrangements.

Maintenance Report: Pat Novi:

1. Several plumbing blockages at different locations
2. Hired Tim Hartzell of Repairs Unlimited to do several jobs in the community.
 - Repair double doors in the Recreation Hall
 - Repair door knob on North side in Recreation Hall

- Repair faucet in men's room in Recreation Hall.

3. Remove cement staunches on South side of park
4. Hang new door on unit 78 (storage).
5. Replace one pole in Laundry area.
6. Replace front door on #51, 2nd floor apartment.
7. Dock and Davit repaired hole located at the fish cleaning station. No cost.
8. Management Company is sending letters to unit owners noting items of concern.

Parking Report: Bob Martin:

Parking bumpers that need to be painted and re-numbered will be worked on this season. We plan to have them done by April.

Bob Martin has been placing 3x5 cards on cars parked in guest parking without a parking pass. So far, it has been successful as the cars 'ticketed' began displaying a parking pass. Cards have also been placed on cars that were parked in a space not assigned to them.

The cards tell the person that they either need a parking pass or are parking in a wrong spot, and are told to contact Bob Martin if they have any questions.

Committee Reports:

Finance: Victoria VanMeier: None

Beautification: Nancy Martin:

We will be buying and planting our pots and gardens next week. The weather should be warmer then and members of our committee should be back in the park.

If anyone is interested in joining our committee, we would appreciate the help.

Marina: Gary Bruce, Dock Master:

- Currently 3 boat slips, #1, #5 and #11, and Boathouse #2 are available.
- We currently have 10 residence rentals and 6 non-resident rentals
- Slip #1 is now open and Gary Bruce would like to put a float and ramp in that slip for kayaks. A discussion was had by the Board.
- The last four docks on the north side have been covered with new trex style decking.

Bob Martin stated that he and Gary are in the process of making changes to the Boat Dock Lease.

Storage: Nancy Martin:

At present, we have three storage units available to rent. They are rented on a yearly basis with contracts running from April to April. The charge is \$100.00.

A question has been raised about the prorating on a monthly basis for people renting the units in the middle of the season or should the full \$100.00 be charged?

Nancy Martin assumes this also would be for car & boat rentals that are now rented on an annual basis.

Nancy Martin would appreciate clarification on this issue from the Board today. If anyone is interested in renting a storage unit, please call Nancy Martin or stop by Unit #22. A discussion was had by the Board.

A motion was made by Pat Novi, 2nd by Linda Huber to approve the proration of a storage unit for the current fiscal year that would attach to an annual rental for the next fiscal year; to be made payable with two separate checks, one for each year.

All members present voted in favor. Motion Passed.

Rental: Penny Koerner: (Read by Linda Huber)

The Rental Committee of Twin Shores Board consists of Penny Koerner, Elaine Rufener, John Brewer, Janet Delande, Barbara Ann Manning, Nancy Cornuke, Trish Kelley and Dick Kaufman. We have

been working to identify and address problems that may arise out of the fact that many owners rent their units.
To date, we have met four times and have additional meetings, and projects planned in the near future. We have considered or are currently looking at a number of different issues, including:

- what percentage of owners rent their units;
- whether owners who rent participate less in park activities and management than owners who do not rent;
- how to address issues related to rules violations by renters; changing demographics and the impact on the park;
- finding solutions to address the competing interests of different stakeholders.

Our goal is to have a report ready for presentation to the Board at its March meeting.

Old Business:

Maintenance of Individual Units: Pat Novi discussed some of the findings on the units of the park walkthrough being done by her and Shane Raniere.

A discussion was had by the Board regarding the work to be completed at units 9 & 15.

A motion was made by Mandy Brewer, 2nd by Bob Martin to start the fine of units 9 & 15 on date indicated on the letters.

All Board Members present voted in favor of the motion except Gary Bruce, who was opposed. Motion Passed.

Denial of Rental Rights: Steve Koerner spoke with our attorney regarding this matter. The attorney opined that Twin Shores is within their rights to deny a rental on units that have not completed the work as indicated on the 'work to be done' letters. A discussion was had by the Board. This matter will be tabled until next meeting, at which time, the Board should have a formal motion prepared on this matter.

Reporting Problems/Requesting Service: The Board has indicated that the owners should call Progressive Community Management to report problems in the park and/or to request service for a park issue. A discussion was had by the Board as to how to notify owners. The Board decided to include a notice indicating this policy along with the 1st notice of the Annual Meeting. It was decided to also include information concerning our garbage and recycling policy.

Tiki Hut: Bob Martin:

Gary and Bob Martin looked at the Tiki Hut and the roof is in bad shape. The damage is worse than we thought. The rolled roofing that was attached a few years ago is coming off - at this point palm fronds could not be attached. Bob is going to the town this week to find out what type of roof can be attached. We are thinking a metal roof. Stay tuned!!

Also, chairs are all over the place. Perhaps the Park should put chairs down there for resident/renter use. Then any chair brought down by a resident/renter must be taken back to their unit on a daily basis.

A discussion was had by the board regarding the volume and disarray of the beach chairs by the tiki hut.

A motion was made by Mandy Brewer, 2nd by Elaine Rufener, that the tiki hut be supplied with a reasonable amount of association owned chairs and people may bring other chairs or beach items on a daily basis only. A discussion was had by the Board.

Elaine Rufener, Pat Novi, Mandy Brewer and Bob Martin voted in favor of the motion. Linda Huber and Gary Bruce were opposed. Motion passed 4 – 2.

Beach Harbor Fence: Steve Koerner

149 Steve reported that Beach Harbor has not done anything to date regarding the fence. He will ask the
150 Longboat Key Code Enforcement Officer to take a look at it.

151
152 **NEW BUSINESS:**

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154 **Board Approval - Rental & Sales:** See Attached

155 A motion was made by Linda Huber to approve the rentals for #32 and #123 and 2nd by Gary Bruce

156 **All members present voted in favor. Motion Passed.**

157 **Board Approval - Work to be done by shareholders:** See Attached

158 #22 Request Permission to paint front of unit same color.

159 Motion by Linda Huber, 2nd by Mandy Brewer to approve the work requested at #22.

160 **All members present voted in favor. Motion Passed.**

161 #98 requested to install a new unit. This request has been made by the prospective new owners.

162 This matter will be tabled for as more information is needed.

163
164 **Grounds Maintenance Contract:** Blue Creek submitted a new contract for the same work to be done
165 for \$2250/month which represents a \$250/month savings from the current price. The contract was
166 dated January 1st, 2014.

167 A motion was made by Bob Martin, 2nd by Gary Bruce to approve the amended contract.

168 **All members present voted in favor. Motion Passed.**

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170 **Forms to Request Maintenance Service:** The Board discussed using the old maintenance forms and
171 to have them available to the unit owners. 3x5 cards will be available in the clubhouse. Owners
172 should return the completed forms to the office through the mail slot.

173
174 **Insurance Info/Review - Office Coverage:** Mandy Brewer: The insurance policies come due in
175 January and February. The policies were reviewed by two separate insurance representatives. It was
176 concluded that our current policies are good and we will not be looking for other carriers. The office
177 will now not be covered for hazard insurance by the current insurance provider going forward. We
178 received a quote for said coverage, of \$748 for the year.

179 A **motion** was made by Mandy Brewer, 2nd by Pat Novi to insure the office building for liability and
180 wind only – no flood insurance.

181 **All members present voted in favor. Motion Passed.**

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183 **Trimming of Palm Trees:** This work is scheduled to commence either this week or next. Owners
184 will be notified to move their cars, as necessary, for this work to be completed.

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186 **Feral Cats:** There have been several feral cats seen on the property recently. A discussion was had by
187 the Board. The Board asked for a volunteer to set the association trap, and to call the appropriate
188 authorities when something is caught. No one volunteered. This matter is tabled to a future date.

189
190 **Plantings - #97:** The Board has been asked to remove the planting in front of the bay window of #97.
191 The Board will trim but not remove plants unless they are a threat to the association property. It is the
192 owner's responsibility to remove the plants.

193
194 **Purchase of Computer:** The Board purchased a new computer for the office. They have also
195 purchased instruction manuals for Windows 8 and Office 2013. Steve Koerner, on behalf of the
196 Board, took a moment to thank John Brewer for his help with getting us this computer.

197
198 **Realtor - #21:** The listing agreement has expired. The Board discussed the options for going about
199 securing a sale of this unit.

A motion was made by Pat Novi, 2nd by Mandy Brewer, to relist the unit for \$74,900 and to continue listing the unit with the same realtor.

All members present voted in favor. Motion Passed.

For the good and welfare of the community:

The Board discussed the resurfacing of the shuffleboard. Nancy Martin restated the estimate that was received.

A motion was made by Pat Novi, 2nd by Elaine Rufener to approve the resurfacing of the shuffleboard courts up to \$1,000.

All members present voted in favor. Motion Passed.

A shareholder asked how to go about requesting the planting areas in front of the villas be re-mulched.

A shareholder asked about the maintenance of the laundry room ceiling. Pat Novi said are waiting for a bid and should be on the agenda next month.

A shareholder recommended that there be a Community Work Days with a sign up form for work needed to be done in the park. Pat Novi said that she would make a list of small jobs needed to be done.

A shareholder asked how many shares there are in the park. Mandy Brewer said that currently there are 97 shares, 88 of which are included in the special assessment.

The 1st notice of the Annual Meeting will be going out next week. Please encourage people to run for the Board. There are four Board Member positions that will be up for election.

A shareholder brought up their surprise that Infrastructure was not on the Agenda. It was explained that this committee will meet next week.

A shareholder requested a list of the sailboat owners along with the telephone numbers so that the owners can be notified of the clanging on their poles.

Adjournment: A motion was made by Bob Martin, 2nd by Gary Bruce to adjourn.

All members present voted in favor. Motion Passed.

Adjourned at 11:51am.

Respectfully submitted by:

Shane Raniere

/kd

Edited by Secretary Linda Huber