

**Twin Shores Beach & Marina Inc.
Board of Directors Meeting
March 19, 2014 at 9:00 AM
Twin Shores Clubhouse**

Call to Order: Steve Koerner Called the meeting to order at 9:05am

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 – A *motion* made and seconded by Elaine Rufener to waive the reading of the minutes from the February 2014 Board Meeting. All members present voted in favor.

Motion Passed.

Approval of Minutes – A *motion* by Bob Martin and seconded by Pat Novi to approve the February 2014 Board Meeting Minutes. All members present voted in favor. ***Motion Passed.***

Treasurer's Report: Mandy Brewer, Treasurer: See Attached. A *motion* by Linda Huber and seconded by Mandy Brewer to eliminate the 2 signature requirement on checks over \$5,000. All members present voted in favor. ***Motion Passed.***

A discussion was had by the Board.

Correspondence: Linda Huber, Secretary

Progressive Community Management Report: Shane Raniere: 25 Violation letters were mailed. I have received a lot of phone calls/emails from shareholders. I have walked the property a couple of times to go over questions/concerns.

Maintenance Report: Pat Novi: See attached

Parking Report: Bob Martin: See attached.

Committee Reports:

Finance: Vickie VanMeier:

The draft budget was completed and mailed to the owners along with the second notice of the Annual Meeting.

Beautification: Nancy Martin: See attached. A discussion was had by the Board.

Marina: Gary Bruce, Dock Master: None.

Storage: Nancy Martin: See attached

Rental: Penny Koerner: The committee is contacting owners encouraging them to attend the annual meeting either in person or by proxies. The Corrected rental document has been sent out as well as new renter packets.

Social committee: Joan Fulchino reported that the social committee is reviewing the purchase of new chairs for the clubhouse.

Infrastructure: Phil Wyss. The camera work has been completed on all the sewer lines. We will be meeting with the contactor to lay out on paper what issues lay ahead and to start formulating a course of action. A discussion was had by the Board.

Old Business:

Maintenance of Individual Units: Pat commented that the park is looking better.

Roof: Laundry Room: The work is anticipated to be completed by Friday.

Tiki Hut: Committee Report & Requests: The committee met this month. They reviewed our Tiki Hut as well as others on the Key. Their recommendation was to replace the roof and enhance the aesthetics of it by adding Palm fronds.

Beach Chairs: Two types of beach chair examples were present at the meeting; one chair and one lounge. The costs depending on volume are \$130 for the lounge and \$75 for the chair. The committee recommends that the association orders 12-14 lounges and 6 chairs. These items are professional grade equipment designed for use on the sand. A discussion was had by the Board. The Board will review the recommendations.

Wireless: Clubhouse: The clubhouse has a phone and internet through Comcast. The new clubhouse number is: 941-706-4219

New Business:

Rental & Sales: A **motion** was made by Mandy Brewer and seconded by Steve Koerner to approve attached list. A discussion was had by the Board regarding the rental of unit 77. All Directors present were in favor except Elaine Rufener who was opposed. **Motion passed**

Work to be done by Shareholders: See attached. A **motion** was made by Linda Huber and seconded by Gary Bruce to approve all but unit 100 which is pending color samples. A discussion was had by the Board. All members present voted in favor. **Motion Passed unanimously.**

Resolution for Finance Committee to receive monthly finance reports: A **motion** was made by Linda Huber and seconded by Elaine Rufener to distribute the entire monthly financial statement to the finance committee. A discussion was had by the Board. **Motion Passed unanimously.**

Shareholder use of park equipment: The Board discussed the use of the office equipment and the maintenance building/equipment by shareholders and renters. A **motion** was made by Mandy Brewer and seconded by Pat Novi to keep the office equipment for Park business only. In favor: Steve Koerner, Mandy Brewer, Pat Novi and Elaine Rufener. Opposed. Linda Huber, Gary Bruce & Bob Martin. **Motion Passed.**

For the good and welfare of the community:

Vickie VanMeier: Commended the Beach Committee for their hard & diligent work. She also supported the purchase of 8 lounges & 8 chairs.

John Brewer: Also agreed that 8 & 8 chairs/lounges is a good idea.

Pat Novi: Questioned when the coupon books are coming.

Elaine Rufener: Is trying to get the telephone directory ready by the Annual Meeting.

Anne Dolan brought up an issue with a rental unit that has flies in their bathroom.

Adjournment: A **motion** was made by Gary Bruce and seconded by Pat Novi to adjourn. **Motion passed unanimously.** Adjourned 10:29am

Respectfully submitted by:

Shane Raniere

TWIN SHORES BEACH AND MARINA, INC.
MONTHLY TREASURER'S REPORT
March 19, 2014

Date of Accounts: March 18, 2014

Operating account:_____ \$	\$ 59,752.74
Money Market _____ \$	\$ 80,443.27
Petty Cash _____ \$	\$ 91.89
Special Assessment _____ \$	\$ 12,702.72

TOTAL.....\$152,990.62

Loan Balance on Special Assessment 3/18/14.....\$213,331.23

Villa Reserve Account : 3/10/2014.....\$13,645.60

1. As of March 17, 2014 there is a total of \$2,907.00 due in HO's fees, Special Assessment, Late Fees and Administrative fees from five Shareholders. This includes \$2,000.00 in fines due from two shareholders.

2. Rental applications will not be approved for owners with past due fees. The Management Company charges an administrative fee of \$10 per bill. In addition, late fees are \$25 .

3. I request the Board approve a change in the double signatures requirement for any check over \$5,000. Since all checks are initiated and signed by the Management Company , it is more practical to allow a single signature by the Management Company for any check under \$10,000. Due to the absence of Directors during the off season, a change is necessary to facilitate the timely payment of larger bills.

4. The proposed budget has been completed for 2014-2015 and will be voted on at our annual Shareholders meeting, March 22, 2014.

Mandy Brewer

Treasurer, Twin Shores Beach and Marina

MARCH MAINTENANCE REPORT

the roof on the Laundry Room is being fixed and new ceiling tiles will be installed.

Arrangements have been made to have beach cleaned and raked. The Tiki Hut will be cleaned out and and we will have roof repaired.

New light bulbs were installed in the club house ceiling with some electrical parts being replaced

The propane tank on the South side of the club house will be replaced with a smaller tank and placed closer to the patio

One of the two pumps in the lift station had to be replaced. A heavier pump was installed along with other parts.

A word of thanks to all the great help I received from a group of community caring individuals.

Pat Novi
Chairperson - Maintenance



Spence

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Parking

New "no parking" sign at south side of Club House has been installed.

- 2014/2015 extra parking space contracts have been sent out. All but two have been returned - All spaces are rented - (no one on wait list)
- In process of getting estimates for adding Rock & Gravel at Guest Parking, in front of 51 + parking space #69 -

Beautification

There have been many accomplishments this year for the committee and all the special volunteers that spent so much time with buying, planting, watering, stone work & painting. Also we worked with grounds maintenance & our landscaping company.

They are:

1. Villas - New bushes were planted in all the gardens by the villas & pots placed to add more color. All areas were mulched in front of villas.

2. Clubhouse - New blue pots were purchased for the patio & surrounding area. The shell was refurbished on both sides of the clubhouse. Along with grounds maintenance, a small gas tank will be installed by the clubhouse to improve appearance of the area. We are waiting for an estimate to put unused poles in the area by our landscaping company. The garden by clubhouse was refurbished & finished with pots & more flowers. Folesby main area were painted & bench painted.

3. Shuffle Area & main road garden. Landscaping stone was placed at the back of garden & new marble white stone placed in the garden. Along with grounds maintenance, the shuffleboard courts were refinished. All areas were painted by shuffleboard courts by our painting volunteer. Parking area by the laundry was refurbished with shell. Gardens were also mulched in this area.

4. Office area - All pots were replanted & cared for & watered by volunteers. Office garden was trimmed & replanted. Shell was refurbished by office & benches repainted.

Upcoming goals for next season.

1. To have areas mulched by villas + shuffleboard area once a year the first part of January by our landscaping company.

2. Repair the watering system either this summer or fall by the villas if approved by the Board.

3. Try to beautify the front area by road & office. Get estimates for that area for drivable paver block so it remains a green area and that way they may be lifted if necessary. Depending on estimate + board approval, this would certainly make the area more appealing to all who drive by.

4. Stain ^{office} porch + stairs to match trim.

Respectfully submitted
Nancy Martin

Beautification
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Storage -

We currently have three storage areas available. They are \$100 for the season April 1 to April 1. Only one area is rented for each unit.

The storage lockers have been renumbered so that new renters of the storage spaces can easily locate their number.

Remember, fees are due April 1st and a spare key should be given to the office for emergency use only.

Thanks,
Nancy Martin

Board Approval – Rental & Sales

Rental:

1. #5 Kremer/Muller to Joe & Maureen Beall March 1, 2014 – April 15, 2014
Extension of original rental dates
2. #77 Kaufman to Sam Sybesma Jan. 1, 2015 – July 15, 2015
3. #87 Hegmann to Barbara Dus Jan. 15, 2015 – April 15, 2015
4. #90 Seitz to Gary Robeson & Shirley Ann Stacy Jan. 1, 2015 – March 31, 2015

Already Approved

Sales:

Board Approval – Work to be done by Shareholder

1. #43 Manning
Request approval to paint top siding on west side of unit same color or as close as I can get per request of management company.
2. #50 Craig
Request permission to take down the old wooden lattice work between Kelley's porch and our patio. We want to paint the existing posts and put in white plastic lattice.
3. #58 Tew
Request permission to repaint areas the same color if required power washing damages existing paint; replace cracked window.
4. #100 Cox
Request permission to:
 - a. Install new 6" white gutters & soffits
 - b. Replace existing entry with safe rails and steps
 - c. Replace front door – 32" x 6'8" to 36" x 8' mahogany color
 - d. Install custom windows & screens on screen porch as per permit
 - e. Reface front of unit with vinyl siding to look like cedar shakes – Color tan-golden
 - f. Replace shutters – pale loden green (see sample)Need sample of color of vinyl siding - Sample received 3/21/14
Approved 3/21/14
5. #117 Mahoney
Request permission to replace 2 front windows and door on side entrance. Door will be white.

Already Approved