



*Portofino Shores Property Owners Association, Inc*

## MINUTES OF BOARD OF DIRECTORS

**Date: Tuesday, January 17, 2017**

**Time: 7:00PM**

**Place: Clubhouse**

- I. CALL TO ORDER – Jim Grubb called the meeting to order at 7:00 p.m.
- II. ROLL CALL - Present was Jim Grubb, President; David Rosenthal, Vice President; Donna Steininger, Secretary; Al Bishop Treasurer; and Beth Delp, Director. Also present was Annmarie Coniglio, Property Manager.
- III. APPROVAL OF MINUTES: **December 13, 2016 (Budget Meeting and Board Meeting)** – After a brief discussion, **David Rosenthal motioned approval of the minutes; Beth Delp seconded and the motion carried unanimously.**
- IV. REPORT OF OFFICERS– Jim Grubb gave a brief report (copies made available to attendees).
- V. MANAGER’S REPORT – Annmarie Coniglio gave the manager’s report (copies made available to attendees).
- VI. Report of committees – (A Summary sheet of all Committee reports attached.)
  - ACB
  - Appeals
  - Entertainment Committee
  - Screening
  - Front Entry Remodel Project Committee
  - Lake Maintenance Committee
  - Street Tree Root Barrier Committee



## VII. OLD BUSINESS

a. Tree Root Remediation – Jim Grubb gave a brief introduction, asked all Board members if they had an opportunity to review the bids and the committee's recommendation, which is for Tri Brothers to do the work. Board members were in agreement.

**Beth Delp motioned approval to use Tri Brothers; Al Bishop seconded and the motion carried unanimously.**

David Rosenthal noted that he would like Jim to talk to the attorney about having the ability, that after 25% of the work is done, to stop the work if needed. Board members agreed.

## VIII. NEW BUSINESS

a. Irrigation System Issues and Solutions (Pump Station B) – After an introduction of the item by Jim Grubb and a brief discussion, **Beth Delp motioned approval of replacing the entire pump station for \$46,000; Donna Steininger seconded and the motion carried unanimously.**

b. Bookkeeping and Agreement with Prior Board – After a brief introduction of the item by Jim Grubb that the board reconsider sticking by this agreement that has been signed by the prior board until the end of the year and then re-evaluate the move at that time. **David Rosenthal motioned approval to reconsider the accounting contract at the end of this year; Al Bishop seconded and the motion carried unanimously.**

c. Appoint Ron Geipe to Appeals Committee – **Beth Delp motioned approval; Al Bishop seconded and the motion carried unanimously.**

d. Changes in Architectural Control Board – Al Bishop introduced the item and advised that he will be resigning from the ACB, but will be available to serve as a substitute to alleviate issues with meeting a quorum, etc. Jim Grubb recommended appointing Steve Pariseau as Chairman. On the ACB will be Steve Pariseau, Greg Haywood and Susi Pelot until such time as other people are appointed to the committee. **Beth Delp motioned approval of Al's resignation and Steve's appointment as Chairman; David Rosenthal seconded and the motion carried 4-1, with Donna Steininger dissenting.**



e. Disbanding Lake Management Committee (with possible recall if problems occur in summer) – After a brief discussions, **Al Bishop motioned approval; Beth Delp seconded and the motion carried unanimously.**

f. Speed Signs – Jim Grubb briefly explained that the previous Board purchased two large speed signs and he would like this Board to discuss if this is an idea this board would like to pursue. And two suggested locations are one near the lift station (near clubhouse) and the other in front of the preserve on Arlington. **David Rosenthal motioned approval to install them at the two locations with the ability to move them if needed; Donna Steininger seconded and the motion carried unanimously.**

g. Landscape Contract for Common Areas – Jim Grubb introduced this item and explained that the Board has five different proposals in response to the RFP, which has been reviewed by all Board members. And because of the nature of the landscape bidders (i.e., three who work within the community a great deal, etc.) the Board is doing a blind bid review. Beth stated that the bids range from \$2,900 to \$8,000 per month and feels the lowest bidder should be chosen and after thirty days, if there are issues and/or dissatisfaction, they'll be called in and given an opportunity to correct the issues. We can move on to the next bidder if not corrected. All Board members were in agreement with starting with the lowest bidder. **Beth Delp motioned approval of Bidder D and if we are not happy with them, we'll go to the next lowest bidder. Al Bishop seconded and the motion carried unanimously. It was noted that Bidder D is Jose Arellano.**

#### IX. OPEN DISCUSSION

None.

#### X. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:09 p.m.

Respectfully submitted,  
Annmarie Coniglio, LCAM



## **COMMITTEE REPORTS SUMMARY FOR BOARD MEETING OF JANUARY 17, 2017**

### **Architectural Control Board:**

Since the last BOD meeting, the ACB had two meetings – Dec. 14, 2016 and Jan 10, 2017. The ACB reviewed a total of 15 Applications.

- 4 for Landscaping changes
- 3 for Repainting the outside of houses
- 2 for adding or changes to Screen Rooms/Patios
- 2 for adding Gutters & Downspouts
- 4 for adding/changing other items to house (exterior lighting, wall décor, etc.)

The ACB Meets on second and fourth Tuesdays of the month at 7:00 p.m. The next ACB Meeting is Tuesday, January 24, 2017.

To be considered, an application must be received by the Friday prior to a Tuesday meeting.

### **Appeals Committee**

At the January meeting, we had 7 items. 4 items involved the non-removal of storm shutters. The remaining 3 were parking violations. All were upheld by unanimous decision.

At the end of this meeting, we should have a new member to the Appeals Committee. I would like to welcome Ron Geipe and look forward to working with him.

### **Entertainment Committee:**

We have a new chairperson and co-chairperson. The chairperson is Nicki Nelson (812.431.7759; email: nenelson712@gmail.com). The co-chair is Donna Tanguay (772.332.0554; email: donnatanguay@yahoo.com).

54 people attended the Christmas Dance; 88 people attended the New Year's Eve Dance. Upcoming events are: Super Bowl Party on February 5 and Valentine's Dance is February 11.

As for the \$5,000 appropriated for the committee, we have \$763.27 left.

### **Neighborhood Watch:**

1. Transition between PS Neighborhood Watch Chairmen (NWC - Al (outgoing) and Debbe (incoming)) held on 1.9.17
2. Transition to NWC with Sheriff Department scheduled for 1.17.17. Formal paperwork and background check will be performed following meeting.
3. New 2017 Log Book purchased and placed at Guard shack
4. New program being reviewed and investigated in order to create new interest.
5. Flyer being created to enlist new Neighborhood Watch Patrol (NWP) participation.
6. Pool Guard no longer under contract, NWP will lock pool gate and outside bathrooms during rounds. Process has been updated and distributed to committee members for review.
7. No other process or schedule changes have been made at this point.

8. Only 1 incident reported regarding damaged mailboxes, no police reports filed. This incident did not fall under the Neighborhood watch parameters, however incident was recorded in our log of events.

**Screening Committee Report:**

Since the December board meeting, there have been 7 lease renewals and 2 sales.

**Ad Hoc Committees:**

**Front Entry Remodel Project Committee**

Painting of monuments is underway. Landscaping scheduled to begin Monday, January 30, 2017. Committee will continue working on coordinating with vendors and inspections as needed.

**Lake Maintenance Committee:**

No further action since last board meeting; lake maintenance contract has been renewed as suggested by committee.

**Street Tree Root Barrier Remediation Committee:**

Committee met with bidders several times over the past several weeks and is on tonight's agenda for consideration.