PORTOFINO SHORES MINUTES OF MEETING HELD 03/31/2011

The meeting was called to order at 7:43 PM by President Mayur Patel.
Present were Mayur Patel, President; Frank Egidio Vice President, Secretary Barbara Nazar, Steffi Rohr Treasurer and Director Jim Tippmann.
Motion was made by Frank Egidio to accept the minutes of 03/10/2011, seconded by Jim Tippmann. All in favor. Motion passed.

REPORT OF OFFICERS:
President Patel - Will speak later on in the meeting.
Vice President Egidio - Frank brought us up to date with the fountain. It is running and' lit up. There will be further discussions regarding the times of operations.
Secretary Barbara Nazar - Nothing at this time.
Treasurer Steffi Rohr: All reports were left at home. Information will be given at the next meeting.
Director Jim Tippmann: Will discuss A/C system later on in the Agenda.

ARCHECTURAL REVIEW BOARD: Fred DiSisto reported there is nothing new at this time.
CDD : Hank Schmitz reported that the sanitary basin was blocked with grease and rags. We consequently had to have it pumped out. The cost will be submitted to the CDD board and then for presentation for payment. Hank requested that we notify residents in possibly the Newsletter regarding not putting grease and rags/and or Face Tissue into the toilets. At the next CDD meeting, Hank will look into considering another emergency contact, possibly Rich Haan, Chuck Anklam, and Hank, and possibly a member of the Board, so that things will be a little easier in the future should this occur again.

CLUBHOUSE COMMITTEE: We recently had a very successful Teen pool party. There were about 50 young people - they arranged the entire night….brought musical instruments, used the pool, had pizza. It was very well organized. They cleaned up after themselves and everyone had a wonderful time.
We had a Garage Sale and Book sale on March 26th. The Garage sale was very successful,

however, we did not have many donations for the Book Sale.
We are having our Breakfast on April 9th from 10AM to 12Noon. The cost is $4 per person and children under 12 are free. Please sign up in the lobby or call Alice at 461-0875.
April 23rd is our Egg Hunt at 10AM

BUILDING & GROUNDS COMMITTEE: Hugh Healy gave an update on the irrigation and planting of the trees in the second phase of the preserves.
SECURITY COMMITTEE: John Gaydosh reported of one incident of an individual seen in the preserve. No further information is available at this time. Fred DiSisto had a small incident at the the pool where he had to advise a resident that there is absolutely no alcohol allowed in the pool area.

NEW BUSINESS:
A. VOTE TABULATION ON DOC AND BYLAW CHANGES: Chuck Anklam, our Property Manager, advised that we were 134 votes short for approval. Therefore, all Documents and Bylaws remain unchanged from previous documents.
B. CLARIFY LINE ITEM CODES IN BUDGET (REMOVE 5345) - PRESERVE AREA WORK) ALL BUSINESS EXPENSE FOR PRESERVE WORK SHOULD GO ON 5330: We are going to eliminate Line 5345; however, all costs would be charged to Line 5330 but tabulated separately as to irrigation or preserve planting.
C. SCOPE FOR LAWN MAINTENANCE PROJECT: Chuck proposed an in-depth lawn maintenance for the HOA. He will solicite two separate bids - one for the proposed contract and the other will be similar to the current contract that is in use. Jim Tippmann made a motion to proceed with Chuck's proposals. Frank Egidio seconded. All in favor. Motion passed.
D. WEBSITE UPGRADE: We currently have names and addresses of residents on the website and a resident asked if this should be done. Since all information can be retrieved anyway over the internet, we have decided to continue as is.
Barbara Nazar motioned and Jim Tippmann seconded. All in favor. Motion passed.

E. COMCAST UPGRADE: We now have Channels 1 through 88 in the gym. We have been given, at no cost, by Comcast, two boxes which will enable the same channels to be in the Tot Room and the main conference room.

F. BAR CODE SCANNER STATUS: Chuck reported that we are about 40% complete on the bar codes. Residents must comply by May 1, 2011 as present cards will be

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terminated.

G. PAST POLICY ON GATE CARD DISTRIBUTION: Originally, every household was given two gate cards and had to pay $25 for each additional registered vehicle. We had asked the office if there was a "Policy" in effect originally for the issuance of gate cards. There was none. Therefore, as long as the vehicle is listed on the Portofino Resident Access Form, there will be a bar code issued for those specific vehicles. If there are exceptions to this, we will collect data on such and make rulings accordingly.

OLD BUSINESS:

A. CLUBHOUSE A/C REPAIR SCOPE: Jim Tippmann reported that the heating and cooling system in the entire building was appraised.
Jim noted three representative from three different companies appraised the situation and came back with three different ideas on what had to be done. Jim has been involved with the initial proposal and will assist Bayshore in writing a scope of work to have the repairs made. Bayshore will then solicit bids for that work.

C. POOL PHONE: Chuck presented three different options for a 911 phone at the pool and recommended one certain phone that has no monthly fee, ADA compliant, and has Speaker Phone. The 911 service can trace this particular cell phone. Only calls to 911 can be used. Jim Tippmann motioned that Chuck again check out prices

for the phone, decide on the phone with the best technology and best buy, and proceed to purchase. Jim Tippmann motioned for this. Frank Egidio seconded, All in favor. Motion passed.

D. CLUBHOUSE PROJECTOR: Steffi Rohr presented a projector that the Clubhouse Committee wishes to purchase to be used for clubhouse functions. Jim Tippmann approved purchase by the Clubhouse Committee. Mayur Patel seconded. All in favor. Motion passed. The Association stated that they would be responsible for all necessary work to make the projector operative.

SUGGESTIONS: Barbara Nazar discussed that there is no current policy in force regarding minimum insurance requirements for our vendors. Barbara stated that all vendors doing business with the HOA should have minimum liability limits of $1,000,000. This is for the Comprehensive General Liability coverage which includes Products and/or Completed Operations, and for the Commercial Auto policy which should include Non Owned and Hired car coverage. Both policies must name Portofino Shores as an additional insured. Workers comp coverage is also a requirement. Jim Tippmann motioned to allow Barbara to set the minimum limits of coverage for the Association. All Board members recommended that Barbara meet with Chuck to include this on all vendor contracts.

Motion for Adjournment at 9:30 PM by Frank Egidio, Seconded by Jim Tippmann. All in favor. Motion passed.

Respectfully submitted,

Barbara Nazar
Secretary