



PORTOFINO SHORES PROPERTY OWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, FEBRUARY 15, 2024

- I. Call to order:** The meeting was called to order at 7:00 PM

- II. Roll Call of Directors:**
Present: Karen Erickson, President; Mike Luton, Vice President; Sandra Reed, Secretary; Lisa Eliassaint, Director **Absent:** John Bardsley, Treasurer
Also in attendance: Rashad McCarthy, LCAM Property Manager

- III. Agenda approval**
Sandra motioned, and Mike seconded, passed unanimously.

- IV. Approval of Minutes:**
Motion by Mike to approve 01/25/24_Board Meeting minutes, second by Karen , passed unanimously.

- V. Presidents Report**
Karen updated the Board and those present on several items.

- VI. Manager's Report**
Property Manager read provided report, highlighting the Community Website currently being rebuilt and the improvements underway for the Clubhouse Sound System..

- VII. Committee Reports**
ACB report was included in Board packet

- VIII. Approval of Reports**
Motion by Karen to approve all reports, seconded by Mike, passed unanimously

- IX. Old Business:**
 - A. Update on Pool Resurfacing**
Property Manager reported the vendor is still awaiting county permit approval to commence work.

 - B. Maintenance/ Cleaning**
Maintenance job description was presented and moved for approval by Karen, seconded by Mike , passed unanimously.

Request For Proposals for the Maintenance position was moved by Karen, seconded by Mike n, passed unanimously



C. Tree Trimming

Arellano Landscaping was selected from the three received bids dependent on clarifying details on tree trimming and root pruning along with sidewalk repairs. Moved for approval by Karen, seconded by Mike, Passed unanimously.

D. Sidewalk Proposals

Arellano Landscaping was selected from the three presented bids. Motioned by Karen, seconded by Mike, passed unanimously.

Michael Luton stated the CDD has agreed to partner with the Association in sharing 50% of Sidewalk repair project expenses.

E. Roof Pressure Cleaning Proposals

Affordable Pressure Cleaning was selected from three bids received to clean Clubhouse, Guardhouse, and bus stop roofs along with four monument signs at the entrance of community. Approved by Mike, seconded by Karen, passed unanimously.

F. Zoom Platform update

Property Manager announced Zoom account has been purchased per annual subscription and will be used for Board Meetings going forward.

X. New Business:

A. Playground/ Exterior Amenities

Karen motioned to create a Recreation Committee to research and formulate a plan to renovate or improve outdoor activity areas. seconded by Sandra Reed, all were in favor, none opposed.

Karen appointed Sandra as Committee Chair who was approved unanimously upon her acceptance.

B. Clubhouse Roof Repair

Request for proposals was motioned by Sandra, seconded by Mike passed unanimously.

C. Invest Reserve Funds

Motioned by Sandra to invest portion of the reserve funds for the highest investment yields, seconded by Karen, Passed unanimously.

D. Town Hall/Liaison Committee Update

It was announced by Lisa that the first Town Hall meeting will commence on March 6th, 2024, at 7PM, the guidelines were read. Mike will serve as MC, Lia will be moderator.

E. Clubhouse Parking Passes

A motion to re-instate original Clubhouse parking pass rules so that Security Personnel are allowed to issue passes on weekends and holidays for a maximum 48 hours at a time was



introduced. by Karen , seconded by Mike , the motion passed unanimously. The management office will be the main issuer under other circumstances.

XI. Membership Comments

- Violations volume per roof cleaning and house painting.
- Irrigation system update requested.
- Guards issuing Passes clarification for parking.
- Back entry gate- hole in fence for pedestrian use for repair.
- Ant issue in common areas/ amenities.
- Dollar weed issue (Herbicide treatment)
- Roof Material options. (Metal or plastic roof tiles)
- Zoom platform usage. feedback (mute all recipients during meetings)
- Front Fountain by gate being back in operation.

XII. Adjournment

Adjournment at 7:57 PM motioned by Mike , seconded by Lisa. Passed unanimously.

Approved by the Board of Directors: March 21, 2024

Board President: Karen Erickson

Created by: Rashad McCarthy, LCAM

Portofino Shores Property Owners Association.