



**PORTOFINO SHORES PROPERTY OWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, MARCH 21, 2024**

- I. **Call to order:** The meeting was called to order at 7:01 PM
- II. **Roll Call of Directors Present:**
 - Karen Erickson, President, Mike Luton, Vice President, Sandra Reed, Secretary, John Bardsley, Treasurer,
 - **Absent:** Lisa Eliassaint, Director.

Also in attendance: Rashad McCarthy, Property Manager.
- III. **Agenda approval** Sandra Reed Approved Agenda, second by Mike Luton, passed unanimously.
- IV. **Approval of Minutes of Previous Board Meetings:**

Motioned by Mike Luton to approve previous board minutes from board meeting 02/02/2024, this was second by Sandra Reed, passed unanimously.
- V. **President Report**

President read report for members present in meeting, motioned by Mike Luton to approve, passed unanimously.
- VI. **New Business:**
 - A) **Administrative Procedures**
 - 1. Re-hires
 - Sherry, previous cleaner, rehired.
 - 2. Website
 - Motion by Mike to approve Go Daddy website, seconded by Sandra, passed unanimously.
 - 3. Screening Requirements
 - Lease Renewal will be a packet at no charge in office.
 - New Lease will remain on Tenant Evaluation.
 - 4. Document Updates
 - Motion by Mike and seconded by Sandra to update Rules and Regulations as well as the Declarations to remove developer verbiage. Passed unanimously.
 - 5. Office Printer
 - Motion by Karen, seconded by John to stay with ImageNet HP Printer. passed unanimously.



6. Social Activity
 - Confirm framework to support special activities.
 - Ask attorney about insurance for liability. Approved unanimously.

B) Maintenance

1. Update on Pool Resurfacing
 - Pool Permit approved.
 - Pool tile replacement
 - o Half tile pool, color selected. Manager is working with vendor on price.
2. Irrigation
 - Sprinkler heads expense, Mike states 60 heads a month. John suggested getting maintenance that does irrigation.
3. Tree trimming
 - Streetside first with rental equipment. Sidewalk will be done after. Swale will be cleaned simultaneously.
4. Sidewalk Repair/ Pressure Cleaning.
 - Mike Luton motioned to request for proposals, second by Sandra Reed, passed unanimously.
5. Roof
 - Bright Roofing was approved, contingent upon adjusted estimate for 9 leaks..

C) Financials

1. January
 - Financials approved.
 - Request depreciation schedule.
2. Invest
 - 5.05% CD Money Market. CNB Bank based on Local Money Market.
 - Motion by Sandra to move \$750,000.00 to CD accounts, seconded by John. There will be three checks to be processed of \$250,000.00 each. Passed unanimously.
3. Delinquency
 - Motioned by Mike and seconded by John to approve delinquency \$10.00 late fee after 10 days, Friendly Reminder letter, NOLA and Intent to Lien. Passed unanimously.



VII. **Member Comments**

- **Landscape Committee**
- **Vandalism**
- **Garage sales**
- **Notice of entering the lake**
- **Power/camera at clubhouse improvement.**

VIII. **Adjournment 8:27 PM**

Motioned by Karen Erickson, second by Sandra Reed, passed unanimously.

Created by: Gladly Lopez, AssociaFlorida

Draft approved Board President: Karen Erickson April 11, 2024