



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, October 23, 2025
7 PM Clubhouse
Zoom recorded.**

Call to Order

Karen Erickson called the meeting to order at 7:00 pm at the Clubhouse. Zoom was set up and running for those joining remotely.

Roll Call of Directors

Members present to establish a quorum included Karen Erickson, President; Mike Luton, Vice President; Len Montavon, Director; Ingrid Grubb, Secretary, and John Bardsley, Treasurer. Also present was Liz Schneider, Property Manager, representing FirstService Residential.

Approval of Agenda

Karen requested to reverse the order of the management report and the president's report on the agenda. Mike made a motion to approve the agenda as corrected. Second by Ingrid. All in favor.

Approval of previous Board Meeting Minutes 09/18/2025

Motion by Mike to approve the Board Meeting Minutes of September 18, 2025. Seconded by Ingrid. All in favor.

Approval of Special Board Meeting Minutes 09/25/2025

John motioned to table the AI generated Special Board Meeting Minutes of September 25, 2025. Seconded by Ingrid. All in favor. The minutes will be edited into a more formalized format.

Property Manager's Report

Liz thanked residents and volunteers for their support and updated attendees on the following items.

- I. Planning for the Future: - 2026 Budget is in progress. - Updated Rules and Guidelines published. - Collaborating with Alliance CAS to improve collections. – Inspections continue with positive response from residents. - Nine lease/sale applications approved by the Screening Committee.
- II. Enhancing Safety and Amenities: - Fixed 16 streetlight outages. - Removed dead palm for safety. - Buck completed 11 repairs and set up Halloween decorations. - New recycling containers obtained for \$113 monthly savings. - Awaiting part of the gate access system.
- III. Community Care: - Sympathy offered to families in loss. - Three email blasts sent. - Successful Latin Night Dance and Garage Sale. Liz concluded by expressing appreciation for the community.

President's Report

Karen praised the office staff for their resilience throughout a challenging year, particularly noting the transition to new property management and the tornado aftermath. Expense management has successfully kept expenses under budget YTD, largely due to the oversight of the board and Liz. Attention was directed to the forthcoming opportunity to run for the board. Buck was commended as an invaluable asset, efficiently managing tasks on the grounds. Finally, residents were encouraged to review the pertinent community information sent from the office via email.



Committee Reports

Ron Frantantoni, representing the Appeals Committee, indicated that the meeting originally scheduled for October has been rescheduled to November 13.

James Murphy, the chair of Neighborhood Watch, mentioned that they are still looking for more volunteers, emphasizing that community participation is essential for their success. He also shared some uplifting news: return of the snowbirds and sunbirds means that our weekends are now covered.

Approval of Reports

Ingrid motioned to approve the reports as presented. Len seconded the motion. All in favor.

Old Business:

A) Working Financial Statements ongoing progress update

We previously discussed the financials. The working financial statements are still a work in progress. Updating the GL codes continues.

B) Set Date for Budget Committee meeting

The Budget Committee is comprised of three appointed individuals, alongside the full board members. To meet budgeting timelines, it is recommended that the Committee convene on Monday, October 27, at 1:00 PM to examine the budget for the fiscal year 2026. A motion was made by Karen to hold the Budget Committee meeting as recommended with tentative workshop dates of November 6 or November 13. Motion seconded by Ingrid. All in favor.

C) Reminder that tornado grace period ended October 9th

Karen mentioned that the grace period for tornado-related issues ended on October 9th, which marked the one-year anniversary of the tornadoes' occurrences. Beginning October 10th, unless your property is currently involved in litigation, violations will be assessed to properties not maintained in accordance with community documents.

D) Update on Guardhouse renovations

John stated that Buck will finish the painting and cabinet installations in the guardhouse by the end of the year.

E) Community bats issue currently resolved

The bat issue in the community was specific to one owner's property and has been resolved.

New Business:

A) Evaluation of current collection efforts and possible changes.

Karen shared information about Alliance CAS, a collection agency the board is considering partnering with. Their presentation was appealing, as there are no costs to the HOA; individuals in collections will cover all expenses. This partnership could simplify our processes and lower expenses. Karen motioned to approve the contract with Alliance CAS, and Mike seconded it. All were in favor.

B) Review and approval of screening committee combined guidelines

As recorded in the AI notes on the September 25 special meeting, Karen and Len were to review the proposed guidelines and present an edited document at the November board meeting. Len motioned to table the review and approval of the screening committee guidelines until November. Karen seconded the motion. All were in favor.

C) Discussion to establish a reserve account for new irrigation system

Mike mentioned the need for the replacement of the control portion of the irrigation system. The project could be completed in 3-4 phases over a few years starting with Spanish River and Place Lake. The first phase could be funded by reserves.



Following phases could be funded by planned increased reserves contribution, the existing reserves and future budgeted amounts. Given the system's age complicated by tornado damage, a potential start by the end of 2025 should be considered. Motion by Karen to address the new irrigation system at the budget level. Second by Ingrid. All in favor.

D) Discussion of need for new security system

The replacement part for the gate access system is still on order. Repairing the system is the most rational action currently, However, new systems are being research. Mike explained that four quotes from different companies have been received, each one offering different services. Karen mentioned that reserves are available to cover expenses like this. A review of the reserves would confirm available funds. Mike made a motion for the board to continue reviewing security systems. Ingrid seconded the motion. All were in favor.

E) Review owner requirements for preparing property for major storms

It is essential to contact the office if there is any issue in the common areas that poses a threat to their property.

Membership Comments

Carmen expressed her gratitude for placing the skeletons at the entrance of the property, as they bring a cheerful atmosphere upon arrival. She also emphasized the importance of conducting security checks on individuals entering our neighborhood. Chrysty Noonan raised concerns about the coconuts, noting that they can be dangerous projectiles and it is crucial to remove them. Audrey mentioned the large number of acorns falling in front of her house. Ron brought up the topic of security as well. Wayne offered several compliments about the overall state of the community.

Adjournment

Chair Erickson adjourned the meeting at 8:00 pm.

Respectfully submitted by

A handwritten signature in blue ink that reads "Liz Schneider".

Liz Schneider, LCAM
Portofino Shores POA

Accepted by

A handwritten signature in blue ink that reads "Howard Erickson".

Board Member
Portofino Shores POA