



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, January 15, 2026
7 PM Clubhouse
Zoom recorded.**

Call to Order

Karen called the meeting to order at 7:05 pm following the Annual Meeting.

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 from FirstService Residential, and Jacob Ensor, Association Legal Counsel.

Approval of Agenda

Motion by Mike to approve the agenda as presented. Second by Ingrid. All in favor.

Approval of 12/18/2025 Board Meeting Minutes

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

President's Report

Karen's report highlighted:

1. Christmas Decorations: All decorations should be removed.
2. Irrigation Changes: Starting January 1st, one free check per cycle; fees for additional requests.
3. Audio-Visual Upgrades: Board seeking proposals for improved sound and TV in the clubhouse.
4. Communication: Residents should call the office for accurate HOA information.

Management Report

Liz's report highlights her commitment to the continuous improvement of Portofino Shores, ensuring the community remains beautiful and operationally efficient. Below are the updates since November 20, 2025.

Community Operations: We processed 343 Access Forms, updating systems with current resident information. The Guard House has been repainted for a fresh look.

Governance: The ACB processed 14 applications. The Screening committee reviewed 9 tenant applications. The number of violations has decreased to 42 active violations. Thank you for your collaboration and support in making this happen.

Future: Proposals for upgrades to the Clubhouse, including new flooring and technology enhancements, are being finalized. I am proud of our progress and look forward to a successful 2026. Thank you for your support.

Committee Reports

James Murphy, Neighborhood Watch chair, recently welcomed a new volunteer after losing a long-time member. January night patrols are all covered! He stated more residents are out and appreciating our presence.

Mr. Murphy reminded residents: "If you see something, say something!" and that NW is looking for more volunteers to help us succeed!

Approval of Reports

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

Unfinished Business

a. Gym, hallway, storage & office flooring

The board reviewed three bids for the gym, hallway, office, and closets:

Three Floors: ~\$20,000 (excludes closets)

Fraser Post: \$25,000–\$37,000 (excludes closets)

PSL Marketers: \$15,000 (inclusive of all areas)

Motion by Mike to select PSL Marketers. Seconded by Ingrid. All in favor. Samples to be reviewed prior to installation.

New Business

a. Occupancy Language

Update: The Board discussed reverting to historical occupancy wording as recommended by the Screening Committee. **Motion by** Mike to approve the language for resident review. **Second by** Ingrid. All in favor.

b. Motorized Vehicle Operations

Safety Concerns: Reported issues with children operating motorized scooters and bikes on sidewalks at high speeds without stopping at stop signs. **Motion by** Mike to approve expanding existing golf cart language to include all motorized vehicles; the draft will undergo legal and resident review. **Second by** John. All in favor.

c. FSR Marketing Permission

FirstService Residential requested permission to market insurance products directly to residents.

Motion by John to deny general community marketing permission while allowing outreach to individual residents who opt in. **Second by** Mike. All in favor.

d. 2026 Meeting Calendars

Board Meetings: 7:00 PM; the schedule is officially posted at the clubhouse.

Agenda Planning Meetings: Time changed from 1:00 PM to 10:00 AM on Mondays.

Motion by Karen to approve the 2025 calendar with time change. **Second by** Mike. All in favor.

e. 2026 Committee Roster

Karen confirmed memberships with each Committee Chair; roster serves as the official 2026 starting point. **Motion by** Mike to approve the 2026 Committee Roster. **Second by** John. **All in favor.**

f. Facilities and Grounds Committee (New)

Motion by Mike to approve language documenting the framework and responsibilities of a Facilities and Grounds committee. **Second by** John. All in favor. The new committee will be chaired by John Bardsley.

Residents' Comments

5921 Spanish River Road: Raised concerns regarding unfinished roadwork, security guard protocols, and entrance lighting. **Response:** Road repairs are scheduled, a security manual is being drafted, and management is sourcing a permanent electrical solution for entrance lights.

6005 Santa Margarito: Noted missing meeting notices and questioned planning meeting procedures. **Response:** Management apologized for the oversight and clarified that a legal notice is posted at the clubhouse and online via Connect.

5828 Spanish River Road: Inquired about rubble removal and the purpose of the new Facilities and Grounds Committee. **Response:** CDD will remove the debris shortly; the new committee, chaired by John, will oversee common-area maintenance and landscaping.

Adjournment

Chair Erickson adjourned the meeting at 7:44 pm.

Respectfully submitted by



Liz Schneider, LCAM
Portofino Shores POA

Accepted by



Board Member
Portofino Shores POA