



## **2026 BUDGET /BOARD OF DIRECTORS**

### **MEETING MINUTES**

**Thursday, November 20, 2025**

**7 PM Clubhouse**

**Zoom recorded.**

### **2026 BUDGET MEETING**

#### **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.

#### **Certify a quorum of the Board of Directors**

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

#### **Proof of Notice of Meeting**

Notice sent on November 5, 2025, according to the affidavit of mailing.

#### **Board of Directors' Adoption of Budget for 1/1/2026 to 12/31/2026**

Several residents had questions which the board received and addressed.

Ingrid motioned to approve the 2026 Budget, which was seconded by Mike. All were in favor, and the motion carried unanimously to adopt the 2026 Budget as presented at \$1,299,232.00, resulting in a monthly fee of \$200.00 per homeowner.

#### **Adjournment**

The Budget meeting adjourned at 7:11 PM.

### **REGULAR MEETING**

#### **Call to Order**

Karen Erickson called the meeting to order at 7:12 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; Ingrid Grubb, Secretary; John Bardsley, Treasurer; and Len Montavon, Director (Via Phone). Also present was Liz Schneider, Property Manager, representing FirstService Residential.

#### **Approval of Agenda**

Karen mentioned that the in lieu of a meeting document approved by the board will be included under Old Business. Under New Business, consideration of paying insurance in-full, from reserves instead of financing. Additionally, Comcast has submitted a request for our consideration tonight.

Mike made a motion to approve the updated agenda, and John seconded it. All were in favor.

#### **Approval of October 23, 2025, Board Meeting Minutes**

Motion by Mike to approve the Board Meeting Minutes of October 23, 2025. Seconded by Karen. All in favor.



## **Approval of Special Meeting Minutes September 25, 2025**

Motion by Mike to approve the Special Board Meeting Minutes of October 23, 2025. Seconded by Ingrid. All in favor.

## **President's Report**

Karen's President's Report Summary:

Community Decor: Thanks to residents for their personal holiday lights. John and Buck will work with volunteers on outdoor Christmas decorations.

Landscaping: "Florida Snow" weed is problematic this year. Residents should remove it; management will address common areas.

Collections Update: Transitioning to a new collection company by January to save costs.

Pump Station Cleanup: The County cleaned up the pump stations area following Liz request.

Financials: All bills are current, with a strong cash flow and budget performance.

## **Manager's Report**

Liz presented the report, underscoring our team's commitment to fiscal responsibility and community development. This report encompasses the period from October 17 to November 20, 2025.

- 2026 Budget: The budget has been approved following consideration of community feedback.

- Annual Meeting: Nomination forms for board seats have been mailed and are due by January 15, 2026.

- Appeals: A total of eight cases has been reviewed to ensure fairness.

- Rule Cases: We have successfully closed 31 cases and issued 21 new notices.

- Safety Measures: The main gate has been repaired, with upgrades to the clubhouse alarm and gym facilities currently underway.

- Community Update: We cordially invite you to attend "Breakfast with Santa" on December 6th.

We appreciate your continued support.

Mike emphasized the importance of completing the residence access form. This will be very helpful. If any of you are not receiving the email blast, please ensure that Liz or Jen has your correct email address.

## **Committee Reports**

James Murphy, the chair of the Neighborhood Watch, reported some good news: we now have nightly volunteer coverage for the first time since May. The community has been quiet, with only minor complaints about parking. We take pride in being part of such a well-behaved community and hope to maintain this coverage throughout the winter. Thank you!

## **Approval of Reports**

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

## **Old Business:**

### **A) Approval of Document Signed by the Board in Lieu of a Meeting**

The document upheld an Appeals Committee decision. Mike motioned to accept the signed document in lieu of the meeting. Ingrid seconded the motion. All were in favor.

### **B) Screening Committee responsibilities and general procedures**

Mike made a motion to accept the document that outlines the responsibilities and general procedures of the Screening Committee. Ingrid seconded the motion. All members supported.

## **New Business:**

- A) Replace Gym floor and hallway carpeting. Mike motioned to obtain quotes to replace the gym floor and hallway carpet, which will be brought back for board review and approval. Ingrid seconded the motion. All in favor.



B) Insurance renewal will be executed from the reserves

Motion by Mike to approve the payment of the insurance renewal invoice by utilizing reserve funds instead of financing. It is intended that these reserves will be replenished in 2025. It is important to highlight that the use of reserve funds was discussed with legal counsel last year, and as we possess voluntary reserves, they may be allocated for emergency expenses. Karen seconded the motion. The motion was passed unanimously.

C) Comcast proposal of Q and A

Ingrid motioned to deny the Comcast request to hold a question-and-answer session with the residents. John seconded the motion. All were in favor.

D) TV/audio system for Clubhouse

Karen motioned to obtain quotes to upgrade the TV and audio system of the Clubhouse, which will be brought back for board review and approval. John seconded the motion. All in favor.

### **Membership Comments**

We received feedback questioning the guardhouse policy, which will be addressed with the security company. Irrigation issues will also be discussed with the CDD.

Susan Rosenthal thanked the board and team for their hard work, noting the community looks much improved.

### **Adjournment**

Chair Erickson adjourned the meeting at 8:00 pm.

**Respectfully submitted by**

A handwritten signature in blue ink, appearing to read "Liz Schneider", written over a horizontal line.

*Liz Schneider, LCAM*  
**Portofino Shores POA**

**Accepted by**

A handwritten signature in blue ink, appearing to read "Karen Erickson", written over a horizontal line.

*Karen Erickson*  
**Board Member**  
**Portofino Shores POA**