



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, December 18, 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

A quorum was established with the following directors present: Karen Erickson (President), Mike Luton (Vice President), Ingrid Grubb (Secretary), and John Bardsley (Treasurer). Director Len Montavon was absent. Also noted as absent was Liz Schneider, Property Manager (FirstService Residential), who was on vacation.

Approval of Agenda

Ingrid motioned to approve the agenda as presented, seconded by John. All were in favor.

Approval of 11/20/2025 Board Meeting Minutes

Motion by Mike to approve the Budget Meeting Minutes. Seconded by Karen. All in favor.

Ingrid moved to approve the minutes from the Board of Directors meeting held on November 20, 2025. John seconded the motion. The motion was carried unanimously.

President's Report

Karen Erickson provided updates on the following items:

Holiday Decor: Recognition was given to the Entertainment Committee for the clubhouse decorations and to the volunteers (Buck John, Mike, Adam, and Wayne) for the outdoor lighting installation.

Management Update: Property Manager Liz Schneider is on vacation until December 29th; Jen will be covering office duties in her absence.

Comcast Project: The Board is currently waiting for Comcast to arrive to begin work on the towers.

Annual Meeting: Meeting packets, including ballots and proxies, were mailed this week. Residents are encouraged to watch for these in the mail.

Traffic Safety & "Traffic Hawks": Mike and the office staff received training on the "Traffic Cop" software. It was noted that some units have been tampered with; residents are asked to report any tampering to the office.

Guards: Liz has contacted Allied Universal regarding recent concerns about guard performance. A meeting with supervisors is being scheduled before year-end.



Board Action re Access: Following a discussion regarding the necessity of up-to-date records for safety and vehicle identification, Mike Luton moved to require all residents to submit an updated Resident Access Form by January 31, with the stipulation that barcodes and amenity access will be deactivated effective February 1 for non-compliance; the motion was seconded by Ingrid Grubb and passed unanimously. The community will be notified of this deadline via email and robocall.

Management Report

N/A

Committee Reports

- **Neighborhood Watch Committee:** Jim Murphy, Committee Chair, reported that the patrol is currently fully staffed with an additional volunteer available to substitute. Full coverage is expected to continue into 2026.
- **Appeals Committee:** Sharon Broschart, Committee Chair, requested that the Board appoint additional members to the committee. She noted that the most recent meeting was canceled due to the lack of a quorum. While the committee has five members, attendance is often affected by seasonal residency and travel.

Discussion: The Board and Sharon discussed the challenges of volunteer recruitment and the limitations of rescheduling meetings once official homeowner notification letters have been mailed. It was noted that Board members are not permitted to serve on the Appeals Committee, and the Board encouraged seeking additional volunteers to act as alternates.

Approval of Reports

Mike Luton moved to approve the reports as presented; the motion was seconded by John Bardsley and passed unanimously.

Unfinished Business

2023 Audit

The Board reviewed the 2023 Financial Audit. It was reported that the auditors were unable to offer a formal opinion on the association's financial condition for the 2023 fiscal year due to a lack of sufficient documentation and missing financial records.

Discussion: The missing information (including specific invoices and several months of financial statements) resulted from a catastrophic data failure and loss of backup files by the previous accounting firm. While the auditors found no evidence of fraudulent activity, they could not recreate the missing records. The Board noted that the current transition to FirstService Residential's accounting system provides a more robust, cloud-based platform with better redundancy to prevent future data loss. It was determined that the 2023 audit must be finalized so that the auditors can proceed with the 2024 and 2025 audits.

John moved to approve the 2023 Audit as presented; Mike seconded the motion, and it passed unanimously.

Portofino Shores

New Business

- a. Gym equipment

Following discussion and resident input, a motion was made and approved unanimously to move forward on the purchase of two new treadmills. Installation to be coordinated with the laying of new flooring in the gym.

- b. Gym, hallway & office flooring

The search for vendors and proposals is ongoing.

- c. Occupancy Language

N/A

- d. ACB Responsibilities and Overview

The summary document of ACB Responsibilities was approved unanimously.

Residents' Comments

Adjournment

Chair Erickson adjourned the meeting at 8:00 pm.

Respectfully submitted by



Liz Schneider, LCAM
Portofino Shores POA

Accepted by



Bbard Member
Portofino Shores POA