



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, February 19, 2026
7 PM Clubhouse
Zoom recorded**

Call to Order

President Karen Erickson called the meeting to order at 7:00 pm.

Roll Call of Directors

A quorum was established with the following directors present: Karen Erickson (President), Mike Luton (Vice President), Len Montavon (Director), Ingrid Grubb (Secretary), and Beverly Malinowski (Treasurer). Also present was Liz Schneider, Property Manager from FirstService Residential.

Approval of Agenda

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

Approval of Minutes

Motion by Mike to approve the minutes from the January 15, 2026, Board of Directors meeting. Second by Ingrid. All in favor.

President's Report

Karen Erickson provided updates on the following items:

- **Resident Access Forms:** Approximately 440 forms have been completed to date. Residents are reminded that amenity access will be deactivated for the approximately 80 units that remain non-compliant with the updated record requirements.
- **Staffing Update:** Jen has stepped down from the Portofino management team for personal reasons. The board collaborated with First Service Residential to assist Jen's transition, which involved her departure from Portofino Shores.
- **Infrastructure (FDOT):** The Board is coordinating with the Florida Department of Transportation regarding a traffic study for the area. Residents are encouraged to contact FDOT to report concerns about traffic signals and safety.
- **Viability of Trees:** The Board met with the CDD regarding frozen trees; a determination on replacements will be made by late March.
- **Landscaping & Maintenance:** Sidewalk-side common area trees are scheduled for trimming this year. The Board is also obtaining quotes for road restructuring and



entrance repairs where the road is sinking. Three trees in critical irrigation areas are slated for removal soon to allow for valve repairs.

- **Pool Maintenance:** The pool was temporarily closed unexpectedly due to an algae issue. Maintenance technicians cleared the pool. The Board is monitoring the situation.

Management Report

Liz's report highlights:

- All bills sent to AVID. Payables are up to date.
- Reviewed property transfer notices and January meeting notes.
- Conducted property walks, issued 60 rule notices, and followed up.
- ACB reviewed nine projects; the Screening Committee handled seven applications.
- Updating security manual with Allied Universal.

Building updates:

- Guardhouse painted, sliding door repairs underway.
- Replacing clubhouse carpet.
- Reviewing bids for a new TV and sound system.

Super Bowl and Valentine's parties were successes! Thank you for your support.

Committee Reports

- **Facilities Committee:** Three resident volunteers will be added to the committee. Their responsibilities will include oversight of common ground plans and building maintenance.
- **Neighborhood Watch:** A request was made to add physical locks to the park area. Following the discussion, the Board decided not to proceed with additional locks due to liability concerns and the existing automatic locking system.

Approval of Reports

Motion by Mike to approve the reports as presented. Second by Len. All in favor.

Unfinished Business

- **Gym, Hallway & Office Flooring:** The flooring project has been delayed but is expected to be completed in the coming weeks along with two treadmill replacements.

New Business

- **Ratification of Resignation:** Motion by Ingrid to formally ratify the resignation of John Bardsley from the Board of Directors. Second by Mike. All in favor.
- **Ratification of Appointment:** Motion by Ingrid to ratify the appointment of Beverly Malinowski as a Director and her appointment to the office of Treasurer. Second by Mike. All in favor,
- **Reserve Funds:** Motion by Mike to ratify the deposit of reserve funds in the amount of \$460K into a 6-month CD at a rate of 4%. Second by Len. All in favor.
- **Credit Card option and digital deposit of checks for office:** Motion by Mike to authorize research into offering credit card payment options for small transactions (such



as barcodes) and implementing digital check deposits to improve office efficiency.
Second by Len. All in favor.

- **Official Posting Locations:** Motion by Mike to establish the Clubhouse bulletin board as the official meeting and agenda notice location. Additional postings may be on the Connect portal and PortofinoShores.net website. Second by Ingrid. All in favor.
- **Disputed Account Charges:**
 - *Account 1: A resident requested a waiver of an \$83 balance. Motion by Karen to deny the request as the homeowner did not adhere to a November payment agreement. Second by Mike. All in favor.
 - *Account 2: Regarding a \$509 balance involving late fees and interest. Motion by Karen to approve a partial waiver of late fees on the condition that the homeowner pays the remaining balance and sets up automatic payments via Connect. Second by Mike. All in favor.
- **Lease/Occupancy Language:** Discussion was held regarding the 30-day application period for new renters. The Board will review the current language to ensure background and credit checks are completed in a timely manner while remaining fair to owners.

Residents' Comments

Residents discussed collection criteria, the enforcement of Article 5, Section 4 regarding lot maintenance, and follow-ups with communication companies regarding equipment upgrades.

Adjournment

Chair Erickson adjourned the meeting at 8:21 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.

Board Member
Portofino Shores POA