



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, March 19, 2026
7 PM Clubhouse
Zoom Recorded**

Call to Order

Board chair, Karen Erickson, called the meeting to order at 7:00 PM.

Roll Call of Directors

Directors present to establish a quorum: Karen Erickson (President), Mike Luton (Vice President), Ingrid Grubb (Secretary), Beverly Malinowski (Treasurer), and Len Montavon (Director). Also present: Liz Schneider, Property Manager (FirstService Residential).

Approval of Agenda

Motion by Mike Luton to approve the February 19, 2026, agenda as presented. Second by Ingrid Grubb. All in favor.

Approval of 2/19/2026 Board Meeting Minutes

Motion by Mike Luton to approve the Board Meeting Minutes of February 19, 2026. Second by Ingrid Grubb. All in favor.

President's Report

Karen Erickson provided updates on community matters:

- **Irrigation Maintenance:** Homeowners are required to notify the office before making any alterations to sprinkler heads or capping off irrigation systems.
- **Landscaping:** The Board is monitoring the condition of brown seeds/plants showing deterioration; a decision on replacements will be deferred for one month to allow for potential recovery.
- **Tree Care:** Discussed resident responsibilities regarding cleaning drain areas, as free service for these areas is no longer available.

Management Report

Liz Schneider reported on community operations and recent improvements:

- **Facility Upgrades:** New flooring in the clubhouse and office is complete. Bathroom motion sensors are now fully operational.
- **Administrative:** All vendor invoices were processed and sent to AVID for final board review. The community website has been updated.
- **Governance:** The ACB Committee reviewed 9 applications, and the Screening Committee reviewed 8 applications (2 purchases, 3 leases, 3 renewals).
- **Compliance:** Issued 110 violation notices following community inspections. The next round of inspections is scheduled for the coming Monday and Tuesday.
- **Maintenance:** Comcast/Xfinity will be coming to the community to replace the broken pedestal.
- **Community Events:** The recent community garage sale was a success.

Committee Reports

- **Appeals Committee:** Met recently to review a case and voted to uphold the violation.
- **Neighborhood Watch:** Night patrols for March are covered; residents are reminded: "If you see something, say something!"
- **Facilities Committee:** Ongoing discussions regarding facility usage fees and cleanup requirements.

Approval of Reports

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

Unfinished Business

a. Audio Visual System for Clubhouse

Karen opened the discussion by explaining that the Association received and reviewed three different proposals for the project. Following a thorough review of the options by the Board, a proposal for a new sound and television system, including external speakers and a lockable cabinet, was considered, totaling approximately \$25,000.

Motion by Len to approve the proposal. Second by Mike. Motion passed 4 to 1, with Ingrid Grubb opposed.

b. FDOT Communication

The Board is working with the Florida Department of Transportation to address local traffic studies and safety issues.

New Business

a. Clubhouse Use Policy

The Board discussed developing a new policy for facility usage fees, including setup and post-event cleanup requirements. Motion by Mike Luton to draft the policy for resident review. Second by Ingrid. All in favor.

b. Financials January 31, 2026

Beverly provided an overview of January 31, 2026, financials, stating that the Association's financial position remains healthy. Motion by Mike to approve the financials as presented. Second by Ingrid. All in favor.

Residents' Comments

Residents discussed ongoing infrastructure concerns, including road repairs, security protocols, and maintenance of common areas. Specific inquiries were made regarding the responsibilities for cleaning heat areas/drains.

Adjournment

Chair Erickson adjourned the meeting at 7:43 pm.

Respectfully submitted by



**Liz Schneider, LCAM
Portofino Shores POA**

Accepted by



**Board Member
Portofino Shores POA**