



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, April 16, 2026**

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

Approval of March 19, 2026, Board Meeting Minutes

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

President's Report

Karen noted ongoing efforts to coordinate community improvements, including landscaping and safety initiatives, discussed under new business.

Management Report

Liz reported on the following:

- **Compliance:** follow up on 110 violations; 7 final violations referred to the Appeals Committee.
- **Committees:** The Screening Committee reviewed 2 purchase applications; the ACB reviewed 15 new applications.
- **Facilities:** An exterior clubhouse roof leak is being addressed this week. Interior damage will be repaired soon.
- **Guardhouse & Impact Doors:** We are addressing the delay associated with the delivery of new impact doors. With the Board's support, HBS (the original installer) has been contacted to rectify the door track issue, and a formal Credit Request has been submitted to Max Guard, as they were originally chosen based on a specific timeline commitment that was not met.
- **Staffing:** New Administrative Assistant, Theodore "Ted" Matthews, started Monday, April 13.
- **Community Events:** The April 4 Easter Egg Hunt and Golf Cart Parade were successful.

Committee Reports

- **Recreation Committee:** Discussion centered on the tot lot, volleyball court and ping pong room maintenance.
- **Neighborhood Watch:** Committee chair will investigate sheriff department programs regarding motorized scooter and bike safety for residents.
- **Facilities and Grounds:** A detailed report was given on the committee's review of the common areas.

Approval of Reports

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

Financials

Beverly reported that financials remain strong. Motion by Karen to approve the February 2026 financial report. Second by Mike. All in favor.

Old Business

- **Tot Lot Improvements:** The Recreation Committee of five will review and make recommendations on all recreation amenities including the Tot Lot. volleyball court and activity room, focusing on liability, safety regulations, and budget.
- **Credit Cards in Office:** Motion by Mike Luton to begin accepting credit card payments in the office. Second by Ingrid. All in favor.
- **Traffic Enforcement (Traffic Hawks):** The Board reviewed a \$45,000 security/gate proposal (ISN), including license plate readers and speed cameras. Further evaluation of vendor findings is required.

New Business

- **Ratify Action without Meeting:** Motion by Mike to ratify the "Action by Written Consent" dated April 6, 2026, authorizing the waiver of unverifiable "balance forward" amounts originating prior to the 2023 management transition. This action will facilitate the collection of large past due accounts. Additionally, this "2023 Collection Rule," authorizes the Property Manager to waive all future legacy balances (prior to September 30, 2023), when necessary to proceed with documented debt recovery. Second by Ingrid. All in favor.
- **RFP Street Markings:** The CDD is planning to repaint crosswalks and ADA markings.
- **Ping pong & beach volleyball:** Discussed possible enhancements to be considered within the overall recreation committee's recommendations for community amenities.
- **Monument Landscaping:** The CDD will replace approximately 50 trees (alternating between Buttonwood and Holly) based on the low bid.
- **RFP Digital signs:** Approved the issuance of RFPs for digital information signs to replace the back gate sign damaged by the tornadoes and the outdated front entry sign.

Membership Comments

Residents raised concerns regarding playground cleanliness, outdated equipment, and speeding. It was clarified that traffic violations for company drivers are issued to the company, while those for visitors are issued to the residents.

Adjournment

Chair Karen adjourned the meeting at 8:15 PM.

Respectfully submitted by



Liz Schneider, LCAM

Portofino Shores POA

Accepted by



Board Member

Portofino Shores POA

5720 Spanish River Road – Ft Pierce, Florida 34951

Phone (772) 460-1660 - Fax (772) 464-0979