



**BOARD OF DIRECTORS
MEETING MINUTES
Thursday, May 21, 2026
7 PM Clubhouse (and via Zoom)**

Call to Order

Board chair Karen 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). Liz Schneider, Property Manager (FirstService Residential), was absent due to vacation. The board noted during the meeting that this date also marked Liz's two-year anniversary with Portofino Shores.

Approval of Agenda

Motion by Mike to approve the agenda with one amendment: adding an estimate from True Stone Masonry under New Business (Item d). Second by Len. All in favor.

Approval of Previous Meeting Minutes

Motion by Karen to approve the meeting minutes from the April 16, 2026, meeting. Second by Mike. All in favor.

President's Report

Karen reported on the following community matters:

Roof Replacements & Insurance Litigation: Homes still displaying blue tarps remain in active litigation with their respective insurance companies. Management continues to monitor..

Clubhouse Reservation Language: Work is ongoing to update the clubhouse reservation guidelines. Due to the new AV system, residents will be required to complete a technical walkthrough to ensure any personal media/digital devices are compatible. The updated agreements will also formally encompass pre- and post-event inspections of the clubhouse and restroom cleanliness.

E-Bike Safety Presentation: The board highlighted an informative community presentation given by the County Sheriff's Department regarding motorized and electric bike safety. Local emergency trauma centers have seen a 200% increase in accidents related to E-bikes. The board expressed interest in hosting more collaborative safety seminars with law enforcement moving forward.

Security & Traffic Enforcement Presentation:

Mike presented a comprehensive technical and financial overview of an integrated gate entrance and traffic safety upgrade provided by the association's current provider, ISN.

- **System Capabilities:** Automated license plate recognition, driver photography, guest key-code generation for mobile phones, and rapid entry processing (approximately two vehicles per minute) long-range RFID tags placed on resident headlights to replace traditional barcodes, capability to flag lease violations, unverified or duplicate rental addresses, and automatically lock out expired lease accounts.

- **Speed & Safety Integration:** The infrastructure features pole-mounted "Traffic Hawk" paired with speed indicators, high-definition night vision, multi-angle photos of moving violations, automatic email to on-site office and logging of tailgating incidents.
- **Financial Breakdown:** The gate entrance system estimate is \$30,000 plus \$30,000 for the auxiliary traffic units. A monthly software subscription will also be required.
- **Next Steps:** A Town Hall meeting featuring a live demonstration by the vendor is planned for early June to gain community feedback prior to the Board's final decision.

Committee Reports

- **Facilities and Grounds:** The committee submitted a comprehensive written list of prioritized Common Area structural items. The board confirmed that routine sod installation had occurred, but no large-scale master landscape projects are currently underway.
- **Entertainment Committee:** A reminder was issued that the committee is actively searching for one or two new volunteer members to assist with seasonal planning.
- **Recreation Committee:** A representative delivered an update on park planning. The committee has concluded that a durable, commercial-grade playground structure is necessary given the high-density family population in Portofino Shores. The committee plans to review playground designs from various vendors, with parents included in the design phase to pick optimal amenities. The board clarified that while the committee identifies options and potential vendors, the issuance of RFPs and vendor selection rest with the Board of Directors.

Approval of Reports

Motion by Karen to accept all reports presented. Second by Beverly. All in favor.

Unfinished Business

- **ISN Information Meeting Date:** Action deferred. Official scheduling is pending coordination around the vendor's availability. Dates will be broadcast to the community upon confirmation.
- **Committee Volunteer Acknowledgment and Waiver Form:** The board reviewed an updated, attorney-approved volunteer waiver form designed to establish clear rules for committee participants and supplemental event volunteers. Motion by Karen to approve the adoption and implementation of the updated form. Second by Ingrid. All in favor

New Business

a. Selection of a Vendor for Pool Electrical Repairs: The board evaluated three bids to repair the main pool electrical panel and its supportive structure, which suffered major degradation from past storms and tornado activity. Motion by Mike to approve the \$5,650 contract to Blaze Electric based on itemized precision, history of reliable work, and safety specifications. Second by Len. All in favor.

b. Board Meeting Summer Schedule: Karen introduced a motion to cancel the June agenda planning and Board meetings. A decision regarding the August meeting to be made later. Historically, summer breaks have been taken from meeting monthly. Motion by Karen to approve. Second by Beverly. All in favor. (The board noted they aim to utilize that evening for the ISN Town Hall demonstration, pending vendor availability).

c. Financials (March 31, 2026): The board reviewed the Q1 financials provided by FirstService Residential. The association reports a healthy \$25,000 operational surplus for the first quarter, driven primarily by temporary staffing vacancies. The community's total reserve cash balance sits securely at \$1,091,000 as of March 31. A meeting is scheduled with FirstService accounting representatives to clear

up balance sheet anomalies from prior years. Motion to Beverly to accept the March financial report.
Second by Mike. All in favor.

d. Pool Area Pillar & Tornado Repairs: The board evaluated a \$4,000 restoration proposal from True Stone Masonry to fabricate custom replacement foam framing for structural pillars around the pool area and fortify the surrounding pool deck. True Stone Masonry previously completed the guardhouse pillar restoration.

- *Clarification on Funding:* The board clarified that while tornado damage accounts were disrupted due to historic management transitions, the HOA successfully asserted direct banking control over its disaster funding. These repairs will be accounted for collectively out of the appropriate accounts.

Motion by Karen to approve the acceptance of the True Stone Masonry bid for a sum under \$4,000.
Second by Mike. All in favor.

Membership Comments

Vandalism Concerns: The board addressed an escalating surge of costly community vandalism. Recent incidents include damage to the basketball rim and the tennis court windscreens, and rocks deliberately thrown into the pool. The rock incident forced an emergency pool closure for filter flushes and professional deep cleansing. Residents were urged to immediately report bad behavior to the office. The board will research additional high-definition security cameras to eliminate blind spots at the playground, tennis courts, and pool area.

Maintenance Accountability: Residents and committee members raised operational concerns regarding regular upkeep on the playground, volleyball courts, and pool decks. The board confirmed that day-to-day maintenance of all recreational infrastructure falls under the mandate of FirstService Residential management, and instructions to staff will ensure appropriate cleaning protocols are met.

ClickPay Clarification: In response to online speculation regarding improper account charges, the board clarified that the ClickPay system functions strictly according to individual resident configurations. Residents who select "Full Balance" auto-pay will automatically be assessed monthly fees plus any valid late fees or auxiliary charges. Residents were encouraged to verify their payment parameters in ClickPay.

Adjournment

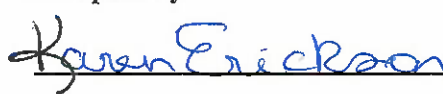
Chair Karen adjourned the meeting at 8:20 PM.

Respectfully submitted by



Liz Schneider, LCAM
Portofino Shores POA

Accepted by



Board Member
Portofino Shores POA