

**MINUTES OF
MEETING OF THE BOARD OF DIRECTORS**

Date: Thursday, November 21, 2019

Time: 7:00pm

Place: Clubhouse

- I. ROLL CALL
Present: Karen Erickson, Al Bishop and Ronald Holmes (present via telephone). Absent was Emil Rus.
Also present: Annmarie Coniglio, Property Manager.
- II. CALL TO ORDER
Chair Karen Erickson called the meeting to order at 7:00 p.m.
- III. APPROVAL OF AGENDA – Karen noted that the sealcoating item will be removed as we would like to add FDOT approved crosswalks at both entrances and are waiting to get a quote on that before deciding on a vendor.

Al motioned approval of the agenda; Ron seconded and the motion carried unanimously.
- IV. APPROVAL OF MINUTES – **October 17, 2019** – **Karen motioned approval of the minutes; Al seconded and motion carried unanimously.**
- V. REPORT OF PRESIDENT – Karen gave the President’s Report.
- VI. MANAGER’S REPORT – Copies of the Manager’s Report were made available to the Membership.
- VII. REPORT OF COMMITTEES – Committee Reports, in written form, were made available to the Membership.
- VIII. APPROVAL OF REPORTS- **Karen motioned approval of the reports as presented; Al seconded and the motion carried unanimously.**
- IX. UNFINISHED BUSINESS – None.
- X. NEW BUSINESS
 - a. 2020 Budget – **Karen motioned approval to adopt the 2020 budget as presented; Al seconded and the motion carried unanimously.**
 - b. ACB Guidelines – **Karen motioned approval of the ACB Guidelines; Al seconded and the motion carried unanimously.** Ron thanked the ACB for the time and effort

Portofino Shores Property Owners Association, Inc

that went into cleaning up this document and for the professional result. Membership questioned sidewalk language contained in the guidelines and the Board asked the ACB to look into and clarify, if needed.

- c. Accounting Contract – Carr, Riggs & Ingram (2020) – Karen noted that she does not yet have a formal letter but has written confirmation from Kevin Payne that it will be a two-year contract with no fee increase and would like to approve the contract based on the information from the accountant and based on a review of it when received. **Ron motioned approval; Al seconded and the motion carried unanimously.**
- d. 6225 Santa Margarito Drive – Payment Plan – After discussions, **Ron motioned approval of the payment plan requested; Al seconded and the motion carried unanimously.**
- e. Suspension of Use – **Ron motioned approval to suspend the use of the six units noted; Al seconded and the motion carried unanimously.**
- f. Appeal of ACB Denial – 5860 Sunberry Circle – **Al motioned approval to uphold the ACB’s denial; Ron seconded and the motion carried unanimously.**

XI. MEMBERSHIP COMMENTS

- Will vacant position on the board be filled? – *Since it is late in the year and currently there is no plan for a December board meeting, the vacant position will not be filled.*
- Meet the Candidates Event – Candidates should indicate what they would like to accomplish going forward, if elected, rather than just their background.
- Does the Board have any plans to market the community and should be aware of the things happening outside the community (i.e., new developments, etc.)
- Is the Board going out to bid for common area landscape services? *There were no plans to go out to bid for landscape services in 2019.*

XII. ADJOURNMENT - There being no further business to discuss, the meeting adjourned at 7:46p.m.

Respectfully submitted,
Annmarie Coniglio, LCAM

Please Note: An audio recording of this meeting is available to hear upon request.