



**Key West Golf Club Homeowner's Association, Inc.**

**Special Board of Directors Meeting**

74 Golf Club Drive, Key West, FL 33040

and Zoom Video Conference

6:15 PM, Monday, February 05, 2024

**MINUTES**

**Attendees:**

Robin Mitchell, President  
Guy Gross, Vice President  
Sandra Swan, Treasurer  
Thomas Siburg, Secretary  
Derrick Rende, At-Large  
20 Association Members  
Pat Labrada, Community Association Company ("CAC"), Property Manager  
Laurie McChesney, CAC, Director  
Elissa, CAC Employee  
Jose, CAC Employee

**Purpose:** Continuation of Organization Meeting of January 27, 2024.

**1. Call to Order by Chairperson**

Meeting called to order at 6:17 PM by Chairperson, Robin Mitchell, President.

**2. Determination of Quorum**

Quorum determined.

3 out of 5 Board of Directors required. 5 out of 5 Board of Directors present.

**3. Proof of Notice of Meeting**

Provided. Noticed displayed and emailed.

**4. Approval of Prior Meeting Minutes**

Dispense approval of prior minutes to the regular BOD meeting, February 19, 2024.

**5. Presentation by Association Member of Robert's Rule of Order**

Association member ("Member") requested reminder of setting rules for comments, discipline, motion approval.

**6. Committee**

• Current Committees:

a) Architectural Review Committee ("ARC")

Members:

Greer Griffith, chairperson, resigned from committee 2/05/2024

Susan Berland

Janice Whittemore

b) Parking & Security Committee

Members:

Joe Caso, chairperson, resigned from chair

Michelle Grah

Dave Hubbert

c) Finance Committee

Members:

Dave Hubbert, chairperson  
Russ V.  
Steve Black  
Joe Caso

d) Landscaping & Property Maintenance Committee – DISBANDED January 2024

Former members:

Nancy Hubbert, chairperson  
Mike W.  
Susan Edwards.  
Anne B. (alternate)

e) Violation Notices & Violation Hearing Committee – DISBANDED

No recent former members

Discussion by attendees of Violation Notices & Violation Hearing Committee

Disbanded: Not successful committee; neighbors judging neighbors.

Purpose: Neighbors inspect and identify rule violations, provide written notice for 14-day compliance. If not resolved within 14 days, violation sent to violation hearing committee.

Motion by Robin Mitchell: To not continue Violation Notices & Violation Hearing Committee.

Seconded by Thomas Siburg.

Discussion by Guy Gross: Clarify current practice – Security guards issues minor violation notices. More significant issues sent to management to issue notices and work with property owners to resolve.

Motion by Thomas Siburg: To amend motion so Board of Director works with CAC to monitor and issue violations. Motion to amend rescinded by Thomas Siburg.

Discussion (cont.): CAC – Residents and members provided notice of violation and date for compliance. If residents and members show good faith effort of working to resolve issue, not further an issue; example, contractor or other 3<sup>rd</sup> party delayed.

Discussion by members: To improve response to neighbor concerns of violation issues and identify person(s) responsible for taking action and for day-to-day management of violations.

Motion by Robin Mitchell: To amend motion to not continue Violation Notice & Violation Hearing committee and to direct neighbor concerns of violation issues to CAC.

Seconded by Sandra Swan.

Carried (Approved): Yay – 4; Nay – 1

Robin Mitchell – Yay.

Guy Gross – Yay.

Sandra Swan – Yay.

Thomas Siburg – Yay.

Derrick Rende – Nay; wants to distinguish minor violations from major violations.

- Process for Appointing Committee Members

Discussion by Robin Mitchell: To not vote tonight on new committee members, rather send email out to gage prospective members for all committees. Secretary, Thomas Siburg to draft summary email for CAC to email to homeowners to request interested committee members to include response date of 2/13/2024. CAC to send out by 2/06

Architectural Review Committee (“ARC”):

Discussion by CAC: ARC is down to 2 members and has upcoming meeting on Tuesday, 2/13/2024. Recommends Board vote to add 3<sup>rd</sup> member.

Clarification by Sandra Swan: Two remaining members of ARC constitutes quorum for upcoming ARC meeting.

Expressed interest in membership:

Cameron Clark – prospective member

Susan Berland – current member

Janice Whittemore – current member

Mark Machcinski – prospective member

Discussion by Guy Gross: To allow member requests to maintain and repair currently existing conditions to be allowed without approval.

Clarification by Derrick Rende: To clarify role, that Board appoints committee members and committee members determine how to enact rules relevant to committee, including ARC submittal requirements.

Discussion by members: Bylaws stipulate 30-day review period, if no response ARC request is deemed approved.

Clarification by Robin Mitchell: 30-day review period does not start when ARC application is submitted, but when ARC members deem no further information is needed for a complete ARC application.

Discussion by members: To question how committee membership is continued through new Board of Directors.

Clarification by Robin Mitchell: Committee membership is maintained until member resigns, is removed by Board of Directors, or successor is appointed (Article 8 of Bylaws).

Landscape & Property Maintenance Committee:

Expressed interest in membership:

Janice Prior

Discussion by Derrick Rende: To broaden committee representation across neighborhood.

Clarification by Thomas: Committee size may need to be amended to larger than 3 members & 1 alternate, to ensure neighborhood representation.

Discussion by members: To have landscaping work parties by residents and members?

Simple answer: Yes. Clarification by CAC: Liability reasons, cannot be publicized by Association.

Parking & Security Committee:

Expressed interest in membership:

Thomas Siburg

Katee Martineau

Discussion by members: 1) Assignment of parking spaces. 2) QuickPass system has not been successful. 3) Parking decals and stickers.

Discussion by CAC: A good committee for thoughtful solutions.

Finance Committee:

Expressed interest in membership:

Sandra Swan (Treasurer to be chairperson)

Ross

Steve Black

Ken Giaccio

174 GCD

- Ideas for New Committees & Process to Create Committees

**Golf Course:**

Discussion by member: To have “Golf Course Liaison” to express issues to golf course of intentional damage created by golfers.

Clarification by Robin Mitchell: Association protective covenants restricts action of homeowners and liability of risk is accepted by homeowners.

Discussion by member: Golf Course is required by Association governing documents to be a member of ARC, but Golf Course manager, Leslie Johnson, says no to participation. And, golf course is city property and leased to golf course.

Discussion by Thomas Siburg: Identifying 3 common opportunities – 1) Communication with and participation by Golf Course management. If continued inaction by Golf Course, Association can raise issue to City Commission. 2) Review and possible amendments to protective covenants. Will need City Commission approval. 3) Association Golf Course Liaison.

Discussion by member: 4<sup>th</sup> issue, golf course landscapers entering into member yards to trim trees and plans.

**Governing Documents:**

Discussion by Thomas Siburg: To create advisory committee to review governing documents to recommend updates.

**Communication:**

Discussion by Thomas Siburg: To create advisory committee to review and strengthen communication with members.

**Infrastructure:**

Discussion by Thomas Siburg: To create committee or hire 3<sup>rd</sup> party to review and analyze current life cycle, expectations, and maintenance of vital infrastructure.

Discussion by members: Reserve study of infrastructure exists, but has holes and incomplete information.

**Social “Fun” Committee:**

Discussion by member: To create more informal committee for community gatherings and events, to foster sense of community. To be open to all members, including renters.

Examples: Pool party gathering; Artist/ craft fair; Women and Wine; Community yard sale

## **7. Member Input**

Discussion by member: Thanking Dave Hubbert for lead on cable/internet transition.

Clarification: Bulk AT&T service will only be effective to transition no sooner than 2/26/2024.

## **8. Adjournment**

Motion by Sandra Swan: To adjourn meeting.

Seconded by Guy Gross.

Carried (approved): Unanimous.

Meeting adjourned at 8:08 PM.