



Key West Golf Club Homeowner's Association, Inc.
Regular Meeting of the Board of Directors
74 Golf Club Dr, Key West, FL 33040 and via Zoom
6:15 PM, Monday, February 19, 2024
MINUTES

Attendees:

Robin Mitchell, Board President, Chairperson
Guy Gross, Board Vice President
Sandra Swan, Board Treasurer
Thomas Siburg, Board Secretary
Derrick Rende, Board At-Large Officer
34 Association Members (In-Person or via Zoom)
Pat Labrada, Community Association Company ("CAC"), Property Manager
Laurie McChesney, CAC, Director
Jose Wenzel, CAC, Operations Support Manager

Purpose: Conduct business as properly brought before the Board of Directors.

1. Call to Order

Meeting called to order at 6:18 by Chairperson, Robin Mitchell.

2. Determination of Quorum

Quorum determined.

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

3. Proof of Notice of Meeting

Provided. Notice displayed and emailed.

4. Approval of Agenda

Agenda approved.

5. Approval of Minutes

- a) December 18, 2023 – Regular Meeting
- b) January 27, 2024 – Emergency Meeting
- c) January 27, 2024 – Annual Meeting
- d) January 27, 2024 – Organization Meeting
- e) February 05, 2024 – Special Meeting – Organization Meeting Pt 2

Motion by Guy Gross: To approve the five previous meeting minutes.

Seconded by Sandra Swan.

Carried (Approved): Unanimous.

Discussion: Allowing members to view drafted minutes prior to publishing approved minutes; not current practice.

Motion made by Sandra Swan: To make agenda and minutes topic at next board meeting.

Seconded by Robin Mitchell.

Carried (Approved): Unanimous.

6. Reports of Officers

- a) President's Report



Report by Robin Mitchell: 2.5 weeks in as new board, all diving in. Great cooperation via Pat Labrada to supply information.

b) Vice-President's Report

Report by Guy Gross: Reviewing information from Dave Hubbert, contracts, covenants – lots to read. Encouraging things to get going.

c) Treasurer's Report

Report by Sandra Swan: Reviewed and analyzed financial info, statements, audited account statements (and footnotes), tax return; beginning to review reserve study, budget, and age of receivables; double-checking insurance and W-9 info. Working through procedures for accounting purposes. CAC currently changing accounting systems, impacting member monthly invoice-statement. Age of receivables is who owes money – if 90 days or more outstanding, process is to put a lien on the property; will be working to get these properties into compliance.

d) Secretary's Report

Report by Thomas Siburg: Duty of Secretary is as custodian of association records, except financial records; monitoring requests by members, to work with CAC to ensure made available for inspection; ex. of requested records: election, contracts. Researching FL Sunshine Laws and governing rules to ensure for familiarity.

e) At-Large Officer's Report

Report by Derrick Rende: Reading and refreshing up on requirements and guides; appreciate email refreshers being sent out by Thomas. Focus is to set ground rules for committees.

7. Reports of Committees

- a) Architecture Review Committee ("ARC") – Not present; no report provided.
- b) Finance Committee – No meeting; no report available.
- c) Parking & Security Committee – No meeting; no report available.
- d) Landscaping & Maintenance Committee – No meeting; no report available.

8. Unfinished Business

a) Committees

1) Board of Directors Expectations of Committees and Members

Discussion:

- Finance committee – Meet once a month. Take skills they know and dig in; understand the big picture.
- Architecture Review Committee ("ARC") – Setup some approval system through management. Clarify actions and role. HOA declaration and covenants define many actions, including design and approval process.
- Minutes – Accurate minutes of committee meetings. Committee members take minutes.

2) Appoint Committee Members

Motion made by Robin Mitchell: To modify rules for current year to allow 3 voting members plus as many adjunct non-voting members.

Seconded by Thomas Siburg.



Discussion: Due to a lot of neighborhood interest to participate in committees, may increase number of committee voting members up to 5 and allow any number adjunct of committee members. Board may pass resolution to change makeup of committees, except ARC which requires 2/3 vote of association members and lienholders (i.e., mortgage holders); Board not interested in passing a permanent resolution, allowing future Boards ability to decide as well. Practice is that Board determines committee members and committees determine voting members. Committee meetings are required to be open to all association members to participate.

Amendment to motion by Thomas Siburg: To modify rules for current year to allow minimum of 3, and up to 5, voting members on Finance Committee, Parking & Security Committee, Landscape & Maintenance Committee.

Seconded by Robin Mitchell.

Carried (Approved): Unanimous.

- Finance Committee

Presentation by Robin Mitchell: Interested members:

Sandra Swan, as Chairperson, Board Treasurer – 3 Spoonbill Way

Dave Hubbert, incumbent – 111 Golf Club Drive

Russ Vickers, incumbent – 38 Golf Club Drive

Steve Black, incumbent – 227 Golf Club Drive

Ken Giaccio – 118 Golf Club Drive

Derrek Aaron – 174 Golf Club Drive

Gary Adkins – 117 Golf Club Drive

Marilyn Brew – 216 Golf Club Drive

Presentations by interested members in attendance: Sandra Swan, Russ Vickers, Ken Giaccio, Marilyn Brew.

Discussion: Sandra, Treasurer, communicated with almost all interested committee members. Dave Hubbert, former Treasurer / Chair, offers to be at least adviser. Governing documents do not state Treasurer to automatically be Chair; recommends Board appoint Treasurer as Chair.

Motion by Sandra Swan: To approve all eight (8) interested to be members and make Board Treasurer, Sandra Swan, chairperson.

Seconded by Thomas Siburg.

Carried (Approved): Unanimous.

- Architecture Review Committee (“ARC”)

Presentation by Robin Mitchell: Interested members:

Janice Whittemore, incumbent – 235 Golf Club Drive

Susan Berland, incumbent & chair – 49 Spoonbill Way

Mark Machcinski – 85 Golf Club Drive

Cameron Clark – 69 Spoonbill Way

Paul Sandholm – 11 Spoonbill Way

Katee Martineau – 9 Spoonbill Way

Zach Goodfellow – 67-1 Spoonbill Way



Presentation by interested members in attendance: Mark Machcinski, Cameron Clark, Paul Sandholm, Katee Martineau, Zach Goodfellow.

Discussion: Expectations and hopes of ARC membership; residency preference; establish efficient approval process utilizing management; utilizing experience of incumbents vs. brand-new members; a strong team that can work together. Board may have advisory role in opinions and decisions of ARC members, but cannot overrule ARC member decisions. Board may not be allowed to appoint chairperson. Any new ARC members have homework, to read covenants and guidelines.

Motion made by Sandra Swan: To approve Cameron Clark as member of committee.
Seconded by Robin Mitchell.
Carried (Approved): Unanimous.

Motion made by Thomas Siburg: To approve Mark Machcinski as member of committee.
Seconded by Guy Gross.
Carried (Approved): Unanimous.

Motion made by Thomas Siburg: To approve Katee Martineau as member of committee.
Seconded by Sandra Swan.
Carried (Approved): Unanimous.

Motion made by Thomas Siburg: To approve Zach Goodfellow as member of committee.
Seconded by Derrick Rende.

Discussion: Utilizing incumbent member for purposes of continuity.

Question called (*to proceed to vote*).

Carried (Approved): Yay – 3; Nay 2.

Robin Mitchell – Nay.

Guy Gross – Yay.

Sandra Swan – Nay.

Thomas Siburg – Yay.

Derrick Rende – Yay.

Architecture Review Committee (“ARC”) Members:

Cameron Clark

Mark Machcinski

Katee Martineau

Zach Goodfellow

- Landscaping & Maintenance Committee

Presentation by Robin Mitchell: Interested members:

Anne Boland, incumbent – 91 Golf Club Drive

Jennifer Pryor – 106 Golf Club Drive

Orsuré Francis – 269 Golf Club Drive

Robert Duffy – 88 Golf Club Drive

Terry Raum – 146 Golf Club Drive



Presentations by interested members in attendance: Anne Boland, Orsuré Francis, Terry Raum.

Discussion: To clarify role and responsibilities of committee; review common grounds landscaping; question if common grounds maintenance, such as infrastructure, is included. Committee may review bids.

Motion by Sandra Swan: To approve all five (5) interested members as voting members of committee.

Seconded by Thomas Siburg.

Carried (Approved): Unanimous.

- **Parking & Security Committee**

Presentation by Robin Mitchell: Interested members:

Katee Martineau – 91 Spoonbill Way
Zach Goodfellow – 67-1 Spoonbill Way
Orsuré Francis – 269 Golf Club Drive
Bryce Tyner – 88 Golf Club Drive
Paul Sandholm – 11 Spoonbill Way

Presentation by interested member: Bryce Tyner.

Motion by Robin Mitchell: To approve all five (5) interested members as voting members of committee.

Seconded by Sandra Swan.

Discussion: Clarifying interested committee membership; may be on two (2) committees.

- Katee Martineau: Requested to be removed from committee list.
- Zach Goodfellow: Requested to be removed from committee list.

Amendment to Motion by Robin Mitchell: To approve Orsuré Francis, Bryce Tyner, and Paul Sandholm as voting members of committee.

Seconded by Sandra Swan.

Carried (Approved): Unanimous.

b) Internet-Cable Transition – Pushed later in meeting, due to time.

9. New Business

a) Ratify Monthly Right of First Refusal: 29 KF, 156 GC.

Motion by Thomas Siburg: To ratify monthly right of first refusal for 29 Kingfisher Lane and 156 Golf Club Drive.

Seconded by Guy Gross.

Carried (Approved): Unanimous.

b) Internet-Cable Transition.

Discussion: DirectTV and AT&T service begins 3/01/2024, Comcast to abruptly end on same date. Houses (owners and rentals) to transition; coordinate with rental companies to confirm transition. Dave Hubbert, Lead, praised and applauded for high-level effort and commitment.

c) Noncompliant Dog Owners – Pet Waste



Discussion members: Ongoing pet waste problem, neighborhood-wide problem. Fine fee may be imposed. DNA testing may be researched. Tabled for future HOA meeting.

- d) *FL Statute 720.303(2)(e)* – Board Desirability of Filing Notices to Preserve Covenants and/or Restrictions

Discussion: FL Statute requires new Boards discuss at first meeting after annual meeting, excluding organizational meeting. Current declarations and covenants may preempt requirement. Simple discussion of desirability occurred.

- e) January & February Assessment Dues During Internet-Cable Transition.

Discussion: January and February increase in assessment is included in operating year and not determined as separate item. Dues were approved by previous Board.

- f) Postponed to next meeting, due to time:

1. Management's Report
2. *FL Statute 720.3033(1)* – Board Certification
3. Real Estate Report
4. Review of Annual Meeting – Lessons for Next Annual Meeting
5. Association Employee and Third-Party Vendor Responsibilities – Landscaping & Maintenance Responsibilities

10. Member Input

- a) Sherri Bennett, 21 Whistling Duck (WD): Noise complaint against 17 WD; requests Board help to resolve multi-year problem of extreme noise by wood sawing. Member provided request in writing and videos to Board on 2/18/2024. Former property manager, Randy, knew 17 WD personally, and was able to stop excessive noise; following former manager leaving, excessive noise resumed.

Discussion: 17 WD violates HOA noise rules. Management discussed, says working on house. Need to determine compliance issues and effective strategy to resolve issue.

- b) Bob Irvine, 48 Spoonbill (SP): Defibrillator sign purchased by member and presented to Board and HOA; requests Board consider this or similar sign for safety of residents. Sign indicates location and teaches basic usage of defibrillator.

Discussion: Irvine receives applause for gratitude and initiative.

11. Adjournment

Motion made by Sandra Swan: To adjourn meeting.

Seconded by Guy Gross.

Carried (Approved): Unanimous.

Meeting adjourned at 8:26 PM.