



Key West Golf Club Homeowner's Association, Inc.
Special Meeting of the Board of Directors
74 Golf Club Dr, Key West, FL 33040 and via Zoom
6:15 PM, Tuesday, March 05, 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	13 Association Members (In-Person or Zoom)
Pat Labrada, Community Association Company ("CAC"), Property Manager	

Purpose: Per notice, 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 approval stated by Chair.

5. Approval of Minutes – dispense until next scheduled regular BOD Meeting.

Next scheduled regular Board of Directors meeting: Monday, 3/18/2024.

6. Unfinished Business

Discussion by Chair: At 2/19 Regular Board meeting, motions were approved for committee membership exceeding 2012 Association Resolution; 2012 Resolution states Board appoints 3 voting members and 1 alternate member. Uncertain if approved motions may be allowed; legal counsel may need to weigh in if motion may amend policy without amending formal resolution. If committee member interest persists, Board to explore increasing committee membership.

Motion made by Robin Mitchell: To rescind the 2/19 approved motions in order to approve committee membership consistent with the 2012 Association Resolution.

Seconded by Guy Gross.

Carried (Approved): Unanimous – Yay: 5.

a) Ratify all committee members

1. Architectural Review Committee

Discussion by Chair: Thanked past committee members by name; apologized for any accidental exclusion. Paul Sandholm (11 Spoonbill) previously shared interest in ARC membership.



Motion by Robin Mitchell: To approve committee voting membership of Katee Martineau, Zachary Goodfellow and Mark Machcinski, and alternate membership of Paul Sandholm.

Seconded by Guy Gross.

Passed (Carried): Unanimous – Yay: 5.

2. Finance Committee

Discussion by Chair: Thanked past committee members by name; apologized for any accidental exclusion.

Motion by Robin Mitchell: To approve committee voting membership of Sandra Swan, Russell Vickers and Marilyn Brew, and alternate membership of David Hubbert.

Seconded by Thomas Siburg.

Carried (Approved): Unanimous – Yay: 5.

Thomas Siburg recused himself from discussion and voting on Landscape & Maintenance and Parking & Security committees.

3. Landscape and Maintenance Committee

Discussion by Chair: Thanked past committee members by name; apologized for any accidental exclusion.

Motion by Robin Mitchell: To approve committee voting membership of Anne Boland, Terry Raum and Robert Duffy, and alternate membership of Orsuré Francis.

Seconded by Guy Gross.

Carried (Approved): Unanimous – Yay: 4.

4. Parking and Security Committee

Discussion by Chair: Thanked past committee members by name; apologize for any accidental exclusion. Paul Sandholm resigned from committee if became ARC member; thanked Paul for committee interest. Two prospective new committee members include Trevor Martineau (9 Spoonbill) and Rodney Manson (98 Golf Club).

Presentation by interested member in attendance: Trevor Martineau.

Motion by Robin Mitchell: To approve committee voting membership of Orsuré Francis, Bryce Tyner and Trevor Martineau, and alternate membership of Rodney Manson.

Seconded by Guy Gross.

Carried (Approved): Unanimous – Yay: 4.

Discussion: Alternate committee membership is crucial member; if voting member is absent, alternate becomes voting member. ARC had first meeting; Cameron Clark resigned from committee following meeting; thanked for committee interest. Landscape & Maintenance creating agenda for meeting. Parking & Security creating agenda & scheduling meeting, 1st meeting may be near end of March. Provide Management with meeting notices at least 72 hrs in advance (excludes weekends). Zoom video call to be available for committee meetings; Management may need to set up committee-own Zoom link to start and monitor, if Management is unavailable to attend.



7. **New Business** – None; N/A.

8. **Member Input**

Chair invited member input beginning with Zoom participants, then clockwise around room.

Discussion: Clarification of FL Sunshine Law. Meetings of 3+ committee members must be noticed. If members informally gather, ex. “walk around”, “point out” items in neighborhood, members cannot discuss how will vote; discussing anticipated voting violates Sunshine Law.

Discussion: Upcoming meeting dates.

- Architectural Review Committee = Tuesday, 3/12.
- Board of Directors = Monday, 3/18.
- Landscape and Maintenance Committee = formerly 2nd Tuesday of the month, per outdated website to be corrected when new meeting date is established. The proposed date (3/12) conflicts with the selected date by ARC to meet on 2nd Tuesdays.

Discussion: Notice and agenda stated meeting was “Regular” meeting of Board, meeting was to be noticed as “Special” meeting; Regular meetings are 3rd Mondays of each month, as published on website. Regular meetings include discussions on unfinished business from previous meeting.

Discussion: Procedures to request documents. Requests may be sent directly to Management, Board Treasurer, or Board Secretary; document requests ultimately processed through Management. Board Treasurer requests to be looped in on requests of financial documents; Board Secretary requests to be looped in on requests for non-financial documents.

Discussion: Selection of committee Chairpersons; first item to be decided at committee meetings. Chair runs committee and is not entitled to special privileges. Clarification on Board Treasurer as committee Chair; designation not in governing documents; always previous HOA practice. Board may allow committee to vote on Chair or appoint Board Treasurer as Chair; governing documents do not prohibit Board from appointing Finance committee chairperson.

Motion by Robin Mitchell: To appoint Board Treasurer, Sandra Swan, as Chairperson of Finance Committee.

Seconded by Thomas Siburg.

Carried (Approved): Yay – 4; Nay – 0; Abstain – 1.

Robin Mitchel – Yay.

Guy Gross – Yay.

Thomas Siburg – Yay.

Derrick Rende – Yay.

Sandra Swan – Abstain.

Discussion: Committees and budgeted items. Some committees have budget line items allowing expenditures. Availability of Finance members at other committee meetings up to Finance members. Questions on budget items to be sent to Finance Chair and Cc Management.

9. **Adjournment**

Motion by Thomas Siburg: To adjourn meeting.

Seconded by Guy Gross.

Carried (Approved): Unanimous.

Meeting adjourned at 6:52 PM.