



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, March 18, 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
5 Association Member, In Person
16 Association Members, Via Zoom
Pat Labrada, Community Association Company ("CAC"), Property Manager
Laurie McChesney, CAC, Director

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

1. Call to Order

Meeting called to order at 6:16 PM 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 modified: 160 GCD added to Ratify Monthly Right of First Refusal agenda item.

Agenda approved.

5. Approval of Minutes

- a. Regular Meeting – 2/19/2024
- b. Special Closed Meeting – 2/20/2024
- c. Closed Meeting – 2/28/2024
- d. Special Meeting – 3/05/202

Motion by Sandra Swan: To approve all four meeting minutes.

Seconded by Guy Gross.

Carried (Approved): Unanimous.

6. Reports of Officers

a. Officers

i. President's Report

Board solidified committee members. • Review large canopy trees; some immediate emergency actions required; impacting critical water lines; creating dangerous conditions; review budgetary expenses. • Donie Lee running for District III City Commissioner seat, wants to meet and discuss with Association; to be scheduled.

- ii. Vice-President's Report
Committees have all been formed and have a lot energy.
 - iii. Treasurer's Report
Reviewing cash basis and accrual basis accounting reports; working with CAC on reports. • Net cash higher, result of cable-internet transition. • Assessment dues are \$15K behind. • Ideal to collect dues online; may be a big switch; review potential online process starting in June. • To prepare a condensed monthly version for Association review.
 - iv. Secretary's Report
Assisting committees in setting up minute-keeping strategies.
 - v. At-Large Officer's Report – None.
- b. Committees
- i. Architecture Review Committee
Chair: Katee Martineau. • Established consent agenda process. Approved variety of house modifications. • Reviewing modifying design guidelines to include updated approved colors and materials; single guiding document vs. multiple.
 - ii. Finance Committee
Chair: Sandra Swan. • Acquired current approved real Association budget. • To begin reviewing reserve study and cash flow into reserve. • Interested in establishing penalty late fees and finance charge fees to encourage timely payment. • Reviewing and updating hard assets; requires updated signatures with new Board of Director members. • Payroll to be reviewed by Board of Directors. • Operating contract to be signed.
 - iii. Landscape & Maintenance Committee
Members no present. Board Secretary attended spoke on behalf. Chair: Anne Boland. • Collaborative team. • Will notice a walking meeting to survey property for Sunday 3/24.
 - iv. Parking & Security Committee
Rod Manson attended. • First meeting to be 4/04 at 6 PM, subsequent meetings to be first Thursday of each month. • Working on agenda. • No chairperson established yet.
- c. Management
- New TVs in fitness center. • Lift station work last month part of finishing contract, no fees incurred, installed required basket; maintenance team to keep daily track of lift station; pump currently utilized about 1.5 hours per day; will review cost effectiveness of current system. • Some contractor vendors damaging irrigation system; Board may establish Homeowner security deposit for vendor damages to common grounds. • Researching repair and replacement options for raised sidewalks due to mature tree roots, including rubber coating and raised boardwalks; immediate problems being resolved; need long term fix. • Uninvited guests without passes getting into and using pools; researching installing cameras.

7. Unfinished Business

- a. Internet-Cable Transition.
Comcast officially shut down on 3/04. • About 2/3 of homes signed up with AT&T and DirectTV; assisting about 1-2 people per day. • Association to get door free credit of approx.

\$70K, or \$200/door. • First DirectTV boxes now available from HOA office for self-install. • AT&T replacing large pedestals, formerly for telephone line service, no longer needed. • Review responsibility for continued sign-ups, notices have gone out since 2023; Association not penalized if house does not sign-up; may continue to inform new homeowners.

- b. Noncompliant Dog Owners – Pet Waste.
Pet waste is a recurring problem. • Vicious roaming dogs in Sanctuary not being secured by resident, attacking other dogs and people; resident not attending dogs; resident’s responsibility. • A recent incident reported to police. • Actions and liabilities of Association to handle similar situations. • Management to send email update about pet registration and timeline for compliance; registration recommended for all visitor’s/guest’s pets who stay longer than a week, to be reviewed and discussed further by Board. • Management to send Board summary of State Statute allowed and HOA Association fines.

Motion by Guy Gross: To have a special meeting to exclusively discuss fines and violations.

Seconded by Thomas Siburg.

Discussion: Fines and violation special meeting to occur within a couple of weeks.

Carried (Approved): Unanimous.

- c. Defibrillator Sign.
Sign posted by defibrillator at Office; Management to add emergency 911 number.

8. New Business

- a. Board Certification – FL Statute 720.3033(1)
Discussion: Management has received certification by Guy Gross and Thomas Siburg. Sandra Swan has completed, to send certification to management. Robin Mitchell and Derrick Rende were previously certified.
- b. Ratify Monthly Right of First Refusal: 9 KW, 12 CGD, 83 GCD, 95 GCD, 160 GCD, 195 CGD
Motion by Robin Mitchel: To ratify monthly right of first refusal for 9 Kestral Way, 12 Golf Club Drive, 83 Golf Club Drive, 95 Golf Club Drive, 160 Golf Club Drive, and 195 Golf Club Drive.
Seconded by Thomas Siburg.
Carried (Approved): Unanimous.
- c. Drafted Minutes – Publishing (action taken at end of new business)
- d. Real Estate Report (*Available on website.*)
- e. Fines & Violations
Motion by Thomas Siburg: To postpone both ‘Real Estate Report’ and ‘Fines & Violations’ business to future meeting.
Seconded by Gross Gross.
Carried (Approved): Unanimous.
- f. Association Employee & Third-Party Vendor Responsibilities
Motion by Robin Mitchell: To postpone ‘Association Employee & Third-Party Vendor Responsibilities’ business to future meeting.
Seconded by Thomas Siburg.
Carried (Approved): Unanimous.



Motion by Sandra Swan: To postpone ‘Drafted Minutes – Publishing’ business to future meeting.

Seconded by Robin Mitchell & Guy Gross (simultaneously).

Carried (Approved): 4 – Yays; 1 – Nay (Thomas Siburg).

9. Upcoming Topics

- a. Review of Annual Meeting – Lessons for Next Annual Meeting
- b. Golf Course Relations
- c. Governing Documents – Review & Updates
- d. Communication Methods with Members and Residents
- e. Common Infrastructure
- f. Social “Fun”

10. Member Input

- a. Ken Giaccio. – Discussion: Status on CAC contract, continuing from Finance committee meeting and briefly discussed as part of President and Treasurer reports. Treasurer and President found supporting documentation of former Board approval for increased pay; payment made to CAC. President reviewing actual contract.
- b. Dave Hubbert. – Discussion: Requests Board to review modifying Bylaws to remove requirement to vote at annual meeting. Bylaws require 2/3 of homeowners to approve amendment.

11. Adjournment

Motion made by Sandra Swan: To adjourn meeting.

Seconded by Robin Mitchell.

Carried (Approved): Unanimous.

Meeting adjourned at 8:06 PM.