

Landscape & Maintenance Meeting Minutes  
Key West Golf Club Homeowners' Association, Inc.  
Key West, Florida 33040

March 14<sup>th</sup>, 2024  
Key West Golf Club Office  
74 Golf Club Drive

And via Zoom Open Conference Call

**Purpose:** Organizational Meeting of Committee

- **Call to Order**  
Meeting called to order by Pat Labrada at 5.30pm
  - **Determination of Quorum**  
Committee – Terry Raum Voting Member, Anne Boland Voting Member, Robert Duffy Voting Member, Orsure Francis Alternate, Jennifer Pryor  
Quorum determined.  
HOA Management – Pat Labrada  
HOA Board Members – Thomas Siburg
  - **Proof of notice of meeting** – Meeting notices sent to all members
  - **Unfinished Business** - None
  - **New Business**
- 1) Selection of Chair – Anne Boland. Motion for vote by Pat Labrada. Robert Duffy, Voting Member Proposed Anne Boland. Terry Raum, Voting Member Voted Yes. Anne Boland abstained.
  - 2) Future meetings to be held on 1<sup>st</sup> Tuesday of each month at 5.30pm at HOA Office
  - 3) Request Budget 2024 by month for Landscaping to review financials with Sandra Swan
  - 4) Request Vendor & Contract information for Monthly Landscape & Tree Trimming Contact
  - 5) Coconut removal – To be removed by June 1<sup>st</sup> in preparation for Hurricane Season. Notice to be sent to all Owners from HOA Office – **Page 16 of Owner Handbook states** 'Coconuts must be removed from your palm trees. If coconuts remain after June 1<sup>st</sup>, the KWGC HOA will remove them and charge your Association account.'  
Determine cost per tree so Owners can be given the option to use HOA Vendor Dot Palm.
  - 6) Per email from Thomas Siburg on 3.4.24 – Tree root cutting process to be reviewed per required guidelines when sidewalk repairs are needed.
  - 7) Community reminder – Trash Cans to be placed on grass and not sidewalks
  - 8) Terry Raum – Distribution of Landscape Plants & Tree Abuse information to Committee.
  - 9) Committee to meet Two Brothers to discuss scope of work.

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- 10) Committee Property Walk to familiarize ourselves with all areas of the community. Notice to be sent to Pat Labrada to provide notification of a special meeting on Sunday, March 24 A@ 11am.
- 11) Poll Community to get Ideas / Suggestions / Volunteer availability – Anne to create Survey.
  - **Adjournment** at 6.45pm