

1 **Twin Shores Beach & Marina, Inc.**
2 **Board of Directors' Meeting**
3 **November 16, 2016 at 9:00 AM**
4 **Twin Shores Clubhouse**

5
6 **Public Expression:**

7 Richard Collins:

- 8 • Infrastructure issues that exist should be a high priority for the association.
- 9 • The Marina and the front entrance should have a Private Property sign.

10 **Moment of Silence:** for the passing of John Richards and Max Morrison.

11 **Call To Order:** Vickie VanMeier: Called to Order at 9:10am.

12
13 **Roll Call:** Present: Vickie VanMeier, Mandy Brewer, Mark Thomas, Nancy Cornuke, Donnie
14 Lane and Pat Novi . Present via phone was Joan Fulchino. Also present was Shane Raniere
15 representing Progressive Community Management, (PCM).: Quorum established.

16
17 **Reading of the Minutes:** Vickie read the minutes of the April 2016 Board Meeting Minutes.
18 Donnie read the minutes of the May 2016 Special Board Meeting Minutes.

19
20 **Motion** by Mandy, 2nd by Mark to approve the minutes of the April 2016 Board Meeting:

21 ***Motion Passed Unanimously.*** .

22 **Motion** by Donnie, 2nd by Pat to approve the minutes of the May 2016 Special Board Meeting:

23 ***Motion Passed Unanimously.***

24
25 **Treasurer's Report:** Mandy Brewer: See attached.

26
27 **Correspondence:** Donnie Lane: Read correspondence from Linda Huber regarding the
28 notification process for the Special Board Meeting which took place in May 2016 and his written
29 response to such. Discussion was had by the Board.

30
31 **Maintenance Report:** Mark Thomas: Mark presented a list of improvement projects that were
32 done during the off season: See attached. The Boat houses were also removed: Discussion was
33 had by the Board. The maintenance committee will research the cost to remove the built up sand
34 in the tiki hut area.

35
36 **Parking Report:** None.

37
38 **PCM Report:** Shane Raniere: Discussed routine matters. Shane also discussed the large
39 amount of unit owners who left personal items outside of their units after they went home for the
40 summer that could be potential missiles during a windstorm event. Discussion was had by the
41 Board.

42
43 **COMMITTEE REPORTS:**

44 **Financial:** None

45
46 **Infrastructure:** None

47
48 **Fining Committee:** None.

49
50 **Rental Committee:** None

51
52 **Beautification:** Nancy Martin: See attached. Discussion was had.

53 **Marina:** Richard Collins: See attached. Discussion was had.

54

55 Mark Thomas presented a device that creates an outbound current and aeration in a marina. We
56 are still looking into this and other possible solutions. to move out debris from the marina.

57

58 We have three vacant slips. Our annual slip revenue is currently approx. \$6,500.

59

60 Discussion was had regarding a new fish cleaning station and the options available. The Marina
61 committee will bring a formal recommendation to the Board.

62

63 **Storage:** Nancy Martin: See attached. Discussion was had by the Board: **Motion** by Donnie,
64 2nd by Nancy to approve the pricing of the storage units as recommended by the Committee.

65 **Motion Passed Unanimously.**

66

67 **Social:** A social committee meeting will take place after this meeting.

68

69 **OLD BUSINESS**

70 **Underground wiring update:** You will notice an extra charge on your tax bill for Gulf of Mex.
71 Apparently side streets aren't determined yet.

72

73 **Background checks:** Discussion was had. At this time the association will not require
74 background checks on potential renters and new shareholders. The Board reserves the right to
75 revisit this topic at any time.

76

77 **Unit #3 A/C relocation:** This unit owner has requested to move her outside a/c unit to the
78 opposite side of her unit. **Motion** by Donnie 2nd by Mark to accept the request to move the
79 exterior A/C unit to the other side of the unit pending permit and underground utility pipe
80 restrictions. Discussion was had by the Board. **Motion Passed Unanimously.**

81

82 **NEW BUSINESS**

83 **Board Approval:** Rental & Sales: See attached. Discussion was had regarding the approved
84 rental of unit 90. **Motion** by Donnie, 2nd by Nancy to ratify the approvals done by the Board
85 over the summer. **Motion Passed Unanimously.**

86 Owners should notice the renters of their actual address so that their mail does not come to the
87 office. Also, renters and owners should properly have their mail forwarded.

88

89 **Board Approval:** Work to be done by shareholders:

90 See attached: Unit #8 to have an awning installed on their unit.

91 Unit #79 to install an awning on unit, paint steps beige, install window coverings.

92 To paint the slab in front of unit 78 and to donate a table and chairs to the association in this area.

93 **Motion** by Donnie, 2nd by Nancy to ratify the approvals done over the summer and the new
94 requests from units 8 & 79. **Motion Passed Unanimously.**

95

96 **Committee Review:** The Board reviewed the current committees and appointed liaisons from
97 the Board. All committee meetings need to be properly posted as required by F.S. 719 and the
98 governing documents of Twin Shores.

99

100 **Barrier across the Marina:** Was discussed during the Marina Committee report.

101

102 **Unit #51:** To sell or not: The previous President Twin Shores discussed the possibility of
103 selling unit #51 with the association attorney. Discussion was had by the Board. At this time the
104 Board will not pursue this possibility.

105 **Discuss email delivery of notices:** Discussion was had by the Board. F.S. 719 along with your
106 governing documents dictate the notice procedure for the different types of Meetings. The email
107 consent form can, in certain cases, serve as a waiver to receive notices via mail or in person in
108 lieu of receiving it electronically.

109
110 **Water usage study:** Vickie discussed a procedure that would be able to monitor and report the
111 results of the community. This test has been done and the results are being prepared. Discussion
112 was had. The Board will present the results at a future Board Meeting.

113
114 **Water Quality:** Nancy Cornuke: We can perform a water quality test in various places in our
115 community to determine what type of metal contaminants are existing in our system. This test
116 will be done during the next couple of weeks. We have some water leak testing tablets available
117 to owners to test their toilet bowls for leaks. We do not have individual water meters for units.
118 We are on a master meter for the entire association. Discussion was had.

119
120 **Street Lights:** We are looking for volunteers for a possible design change for our street lights.
121 Jim Boltz will be leading this exploration team.

122
123 **Street Sign:** We do not have a street sign at the front entrance as it is a private road and we
124 would need to provide a state approved sign and pole at our own cost.

125
126 **Form a Pool Committee:** We are asking for volunteers for a pool exploration committee to
127 explore the possibility of having a pool installed in the community. Discussion was had.
128 Members of the audience volunteered.

129
130 **Volunteers:** Ask for volunteers to wire brush & paint number street signs: We will put up a
131 sign in sheet in the clubhouse.

132
133 **Report on Swale Behind North Villas:** A new swale was installed behind the north villas to
134 better aid the drainage in that area.

135
136 **Flooding Problems:** Mark Thomas starting researching possible solutions to the street flooding
137 that takes place in certain areas of the community during moderate to heavy rainstorm events.
138 This is still in its early phase of research. Discussion was had by the Board.

139
140 **Parking Spaces:** Should we reserve all empty spaces for open space if/when we get a pool?:
141 Discussion was had about whether or not to fill vacant parking spaces as they become available.
142 **Motion** by Nancy, 2nd by Mandy to approve an addendum to the parking space rental agreement
143 stating that this option may be not be renewed should the number of spaces be reduced for some
144 reason. All those present voted in favor except Donnie who was opposed. *Motion passed.*

145
146 **Dogs Visiting the Community:** No pets are allowed in the community.

147
148 **Possible Board Meeting in December:** **Motion** by Pat, 2nd by Mandy to have a Board Meeting
149 in December. **Motion Passed**

150
151 **Comcast and Frontier Lines:** We have many Comcast and Frontier utility lines throughout the
152 community. Each individual owner needs to call the utility company to have the old lines
153 removed.

154 **Guardians:** Per our attorney; in the future, the Board needs to recognize and approve a guardian
155 residing at Twin Shores. Should the resident no longer reside in the community, the guardian
156 must also vacate the unit.

157 **Office and Residential Parking:** Discussion was had by the Board regarding the violations of
158 the use of the resident and office parking spaces at the front of the park adjacent to Gulf of
159 Mexico Dr. The Board will come up with appropriate signage to help avoid unauthorized
160 parking up front by the office and residents of units 1, 2 and 3.

161
162 **Office Help:** We are looking at the possibility of adding a part time office person for the front
163 office. Discussion was had by the Board.

164
165 **REMINDERS:**

- 166 • ALL OVERNIGHT GUESTS MUST SIGN IN.
- 167 • WORK TO BE DONE BY SHAREHOLDERS MUST GET BOARD APPROVAL
168 PRIOR TO STARTING PROJECT
- 169 • COMMITTEE MEETING MUST POST 48 HOUR NOTICES PRIOR TO MEETING
- 170 • IF SOMETHING IS IMPORTANT ENOUGH FOR BOARD APPROVAL, PLEASE
171 BRING IT TO THE BOARD, NOT JUST A FEW MEMBERS ON THE STREET.

172
173 **Handrail/Guardrail and Fire Sprinkler Retrofit:** We received a letter from our attorney
174 regarding the handrail/guardrail and fire sprinkler retrofit waiver. New owners must receive a
175 disclosure that such a vote took place and the results. This will be done as an addendum or
176 attachment to the current application paperwork.

177
178 **For the Good and Welfare of the Community:**

- 179 • Laurie Thomas requested that the rental issue at unit 90 be addressed by the Board.
- 180 • Laurie Thomas thanked the Board for all their hard work.
- 181 • Nancy Martin stated that she is in favor of background checks on potential renters and
182 owners.
- 183 • Nancy Martin thanked John Balerna for getting hot water to the outbuildings in her
184 quadrant
- 185 • Nancy Martin requested that the Board replace the park bench that blew into the bay
186 during a windstorm event this summer.
- 187 • Carla Ogburn: Requests clarification of who owners are allowed to loan their unit to.
188 Discussion was had by the Board.
- 189 • Nancy Cornuke: If you plan to rent your unit out during a calendar year, they need to
190 register with the Town of Longboat Key and to pay the annual business license tax of
191 \$33.60.
- 192 • Nancy Martin requested that the Board see if we can paint our side of the fence between
193 us and the Gulf Shores.
- 194 • Unit owner requested that the Board reconsider the allowance of indoor cats in the
195 community.
- 196 • John Brewer questioned whether or not the rental application of unit 90 was a case of
197 misrepresentation.

198
199 Adjournment: **Motion** by Donnie, 2nd by Pat to adjourn at 11:34am. **Motion Passed**
200 **Unanimously.**

201
202
203 Respectfully submitted by,
204 Shane Raniere, CMCA, AMS

TWIN SHORES BEACH AND MARINA, INC
MONTHLY TREASURER'S REPORT
NOVEMBER 16, 2016

Operating account:_____ \$	\$ 173,745.71
Money Market _____ \$	\$ 157,497.85
Petty Cash _____ \$	\$ 533.23
Villas Reserve Account :	\$ 20,087.76
TOTAL CASH ON HAND.....	\$351,864.55

1. The Note held by Twin Shores from the sale of #21 was paid off in full in June, 2016 and the \$52,257.07 was deposited into our Money Market account.

2. There are only 3 owners past due in HOA fees, Late Fees, or Administrative fees, totaling \$699.00. The outstanding debt we had from last year from one owner has been paid in full including all legal fees associated with the pending foreclosure. The foreclosure has been removed from the property. There currently is \$13,323.34 in prepaids. A reminder that the late fee of \$25 will be incurred and the \$10 administration fee will also be assessed on any late dues received after the 10th of the month. Shareholders are encouraged to use automatic debit or bill pay to avoid extra accounting and late fees. Rentals are not approved if Shareholder fees are in arrears.

3.. The following large expenses have occurred this summer primarily for maintenance items. \$1,263 in lumber for building new storage spaces upstairs in maintenance building. \$3,580 for new door on office and clubhouse, \$9,105 for removal of boathouses. \$2,800 for Tax preparation and annual financial report, \$4500 partial payment for swale behind North Villas plus numerous incidental charges that will be in the monthly financial report from PCM.

4. Board approval is requested for any new expense over \$1,000 before ordering unless an immediate emergency. It is recommended that there be at least 2 bids, if possible, on any item. The prior approval amount was \$500.00.

Mandy Brewer, Treasurer, Twin Shores Beach and Marina, Inc.

TWIN SHORES
MONTHLY BOARD MEETING
NOVEMBER 16, 2016

SUBJECT:

OFF SEASON IMPROVEMENT PROJECTS

- Water leak in office. Carpet was removed and new laminate floor installed
- Unit 51. Stair case treads were replaced and stair case was painted
- Black hat room was transformed into storage lockers. Two double size and five standard size. If needed room for at least two additional
- Constructed and painted fence at the at end of street by unit 92. The fence extension matches the existing dog eared fence along empty lot
- Repaired fence barrier next to unit 12
- Repaired fence barrier between unit 43 and cloth lines
- Replaced two concrete cloth line supports and installed all new cloth line cable
- Hauled concrete table and benches off patio which were in dis repair
- Dug up old threshold on patio and troweled new concrete to improve crumbling of concrete

Beautification

The committee has planted by the office and the pots on the porch. We are grateful for the help anyone can give us with planting and watering. If anyone has suggestions, they would be helpful.

We will be planting by the office in January and will use the big blue pots we purchased last season.

If anyone would like to join our committee, we will add you to our list. Thanks, Nancy Martin

Storage -

Thanks to Mark & Maria for building our new storage units. We now have 5 units available in the new section - #4 + #17 are open along with #9 (a small unit at \$50.00). The rest are \$100.00 a year. The two big units in new section are \$200.00 with flood approval and are rented. Rentals are from April to April. At present we have five on the waiting list which I am contacting for rental of the empty unit. Thanks, Nancy Martin

November 16, 2016

Marina Dockmaster Report

Trash Containment Boom

- Several manual dead fish removals were conducted. Prevailing northeast winds for several weeks prevented the removal of the dead fish by natural means, i.e. favorable winds and tides.
- To prevent entry of dead fish into the marina, I researched three companies that produce and sell various types of trash containment booms. These companies were GEI Works (Mark Thomas initiated contact), ABASCO, and ELASTIC. The cost of their booms ranged from \$490 to \$1,061.
- I found two issues with the installment and use of the boom:
 - Ability of the boom to rise and fall with the tide. The three companies that were researched had an option to deal with this, but it was much more costly than the cost of the boom. I judged this not to be a major issue and felt it should be dropped.
 - Quick and easy connect/disconnect system to permit boaters to leave and return to marina during red tide fish kills. I felt this issue was much more significant and needed to be addressed. I shared this issue with the three companies and asked them for their ideas to accomplish this. They all told me they would give it their consideration and give me feedback should they have any ideas. I never received any feedback from all three companies.
- I met with Mark Thomas to review my research on the booms and the issues I identified. Mark felt that we should go forward and purchase one of the booms and stated he would give some thought to the issue of a quick connect/disconnect system for the boom.
- Spoke with Vickie VanMeier about my research on the three companies without going into detail and she asked me to present this information to the HOA board at the November meeting.
- Attended a town commission workshop meeting on September 26, 2016 where the red tide fish kill issue was on their agenda for discussion. Their position was they would continue with their current process for dead fish cleanup for just the public canals on Longboat Key and not extend the cleanup to commercial marinas and private boat basins. Found in the Longboat Key News that just a few days before our November HOA meeting that this discussion was still being pursued and not closed as I had thought.
- I visited the Spanish Main community and spoke with their HOA president to find out how they deal with the cleanup of dead fish in their marina. They basically told me that they rely on the winds and tides to carry away the dead fish.
- Began looking into aeration and water circulation systems as a solution to keeping the dead fish out of our marina or to move them out of our marina if they were already there.

Fish Cleaning Station

- Mark Thomas had provided me with the name of a company, C & M Marine Products that makes various types and sizes of fish cleaning stations. I initiated research on their products and found several possibilities that ranged in price from \$440 to \$1,236. Mark Thomas said he would be willing to work with me to make a selection and present it to the board for their approval.

Current Boat Slip Rentals

- There are 19 boat slips available for rent now that the boat houses have been removed.
- There are three boat slips which are too narrow to accommodate a regular sized boat and are more suited to kayaks or personal water craft, i.e. jet skis.
- Twelve slips are currently rented. Eleven are rented by owners and one is rented by a renter.
- Four slips are being rented by persons outside of the park.
- Total revenue realized by slip rentals so far this year is \$6,542.

Board Approval – Rental & Sales

Rental

Already Approved

1. Richard #1 to Al & Dottye VanItten Jan. 1, 2017 Dec. 31, 2017
2. Kremer #5 to Con & Gail Batt Dec. 15, 2016 – April 15, 2017
3. Smentowski/Boley #7 to Linda Crow Jan. 1, 2017 – Feb. 28, 2017
4. Smentowski/Boley #7 to George & Pat Carpenter March 1, 2017 – April 30, 2017
5. Hammar #15 to Mary R. Mills Feb. 8, 2017 – April 30, 2017
6. Ross #21 to David A. Babcock Oct. 1, 2016 – Dec. 31, 2016
7. Atkinson #25 to James Seaton May 1, 2016 – April 30, 2017
8. Rios/Boltz #45 to Ramona & Patricia Rios Oct. 1, 2016 – Sept. 30, 2017
9. Skora #57 to Don & Linda McKay Jan. 1, 2017 – March 31, 2017
10. Kantor #68 to Kim Clark Sept. 1, 2016 – Aug. 31, 2017
11. Ross #82 to Horst Raffel Jan. 1, 2017 – March 31, 2017
12. Seitz #89 to James Polito & Frances Maccarrone April 1, 2016 – April 1, 2017
13. Seitz #90 to Ed Marentette & Horace Spencer Oct. 23, 2016 – Dec. 23, 2016
14. Seitz #90 to Steve Richer Jan. 1, 2017 – March 31, 2017
15. Hamilton #95 to Tom & Kate Riggione Nov. 1, 2016 – March 31, 2017
16. Hamilton #95 to Kenneth & Marilyn Champagne April 1, 2017 – May 31, 2017
17. Gustafson #104 to Kyle & Sandra Lopes May 25, 2016 – Aug. 25, 2016
18. Willers #106 to Anthony Patterson Oct. 31, 2016 – Nov. 30, 2016
19. Bergin #108 to Clarence Mike Mills, Jr. June 20, 2016 – Sept. 30, 2016
20. Rainone #112 to John & Linda Sellinger Aug. 1, 2016 – July 31, 2017
21. Rainone #114 to Louise Keith Clausen Aug. 15, 2016 – Aug. 14, 2017
22. Cornuke #123 to Michael & Wendy Goldstein July 1, 2016 – June 30, 2017

Loans:

1. Smentowski/Boley #7 to Marilyn Chaambon & Lorraine Danzo May 18, 2016 – May 28, 2016.
2. Smentowski/Boley #7 to friends, Leesa & Mike Worley, their daughter & son-in-law
Sept. 6 – 13, 2016
3. Ross #21 to Bob & Nancy Martin for 3 days the week of March 27 for house guests.
4. Hegmann #87 to Rachael Biederman & family May 19, 2016 – May 23, 2016.

Sales:

Already Approved

1. Taylor #44 to David E. Mills
Board Interview – June 16, Approved Closed June 24, 2016 #79

2. Stewart #79 to James Boltz - Shelboltz LLC
Board Interview – Sept. 1, 2016 Approved
3. Fiumos #82 to Peter & Roza Ross
Board Interview – Aug. 17, 2016 Approved

Transfer:

Work to be Done by Shareholder:

Already Approved

1. Restuccia #38
Requests permission to install a white, aluminum, 32" X 80" screen door at the front entrance. He is purchasing it at Home Depot and will install it himself. He will find out if a permit is needed.
Approved Oct. 6, 2016
2. Koerner #39
Requests permission to replace the broken sliding door with a 36' glass door with 18" sidelights on either side.
Approved June 16, 2016
3. Reisterer #54
Requests permission to paint the trim a beach breeze color.
Approved May 20, 2016
4. Ross #82
Requests permission to replace and upgrade the windows in the unit.
Approved Aug. 24, 2015 with the stipulation that a permit is obtained.