

1 **Twin Shores Beach & Marina, Inc.**
2 **Board of Directors' Meeting**
3 **November 18, 2015 at 9:00 AM**
4 **Twin Shores Clubhouse**

5
6 **Public Expression:**

7
8 John Brewer: The Social Committee should have more events planned this season for the
9 residents.

10
11 A Moment of Silence was held to pay respects to Mary Morrison & Bill McQueen

12
13 **Call To Order:** Stephen Koerner, President: Called to Order: 9:09 AM

14
15 **Roll Call:** Steve Koerner: Present: Mandy Brewer, Nancy Cornuke, Pat Novi and Stephen
16 Koerner. Also present was Shane Raniere representing Progressive Community Management,
17 (PCM).

18
19 **Reading of the Minutes:** Mandy Brewer read the minutes of the April 15th, 2015 Board
20 Meeting.

21
22 A **motion** was made by Mandy Brewer and seconded by Pat Novi to approve the minutes as read
23 of the April 15, 2015 minutes. Those present voted in favor. **Motion passed.**

24
25 The Board wished to express their thanks to those who helped with the clubhouse remodel.

26
27 **Treasurer's Report:** Mandy Brewer: See attached.

28
29 **Correspondence:** Steve Koerner read a letter from Board Member Bob Martin regarding the
30 major agenda items.

31
32 **Maintenance Report:** Pat Novi: See attached. A discussion was had by the Board regarding
33 the recycle bins.

34
35 **Parking Report:** None.

36
37 **PCM Report:** Shane Raniere: Thanks to Vickie VanMeier, Mark Thomas and John Balerna for
38 their help over the summer. There were lots of sales and transfers over the summer. The
39 landscaping crew is doing a fantastic job keeping the park clean. The new invoice approval and
40 payment process went very smoothly overall. Shane urged owners to put away all non-secured
41 items prior to leaving for the summer unless you have a verified plan of removal should the need
42 arise.

43
44
45
46

(I + was approved at a Special Meeting of the board on June 30, 2015).

47 **COMMITTEE REPORTS:**

48
49 **Financial:** Fred Huber: No formal report: The budgeted Boat Slip income did not come in as it
50 was budgeted for. On the expense side, the general maintenance is currently over budget and
51 will need to be monitored for the rest of the year. The clubhouse remodel project was not
52 budgeted for in the current 2015 – 2016 budget. A discussion was had. A question was asked
53 of how the proceeds from the sale of 21 were used. Currently none of those funds have been
54 used, and they are being held in a money market account.

55
56 **Infrastructure:** John Balerna: The park's water lines have been assessed to be in good
57 condition, and it is not recommended that we start to replace them at this time. The
58 infrastructure committee has started looking into the options and process to repair our road and
59 side streets. This looks to be a very extensive project with the need of engineers and other
60 various professionals in order to do it correctly. A discussion was had regarding the roads. The
61 sewer system is now repaired. There are 4 – 5 places that could not be addressed due to
62 difficulty. We are aware of these areas and will be monitoring them.

63
64 **Fining Committee:** Penny Koerner: None.

65
66 **Rental Committee:** Penny Koerner: See attached.

67
68 **Beautification:** Nancy Martin: See attached.

69
70 **Marina:** Mark Thomas: See attached. A discussion was had regarding bids to tear down the
71 boathouses.

72
73 **Storage:** Nancy Martin: See attached.

74
75 **Social:** Linda Huber: See attached.

76
77 **Social Treasurer's Report:** Vickie VanMeier: See attached.

78
79 **OLD BUSINESS**

80 New Directory Board at the office: The new Board is ready. It will not be installed until after the
81 Office has been painted. Also, a SLOW and 10 MPH sign have been purchased and will be
82 installed soon.

83
84 Finger docks (replace piling or leave as is): This agenda item was tabled until January.

85
86 Boathouses (repair or remove): The Boathouses are in need of significant repairs. We estimate
87 that the repairs to each boathouse would be \$40,000 - \$50,000 and could exceed that number
88 depending on what issues came up. The Board had an appraisal done on the boathouses, and the
89 result was a negative value for each. A discussion was had by the Board.

90
91 **Motion** by Mandy Brewer and seconded by Pat Novi to remove the Boathouses subject to the
92 Board selecting from the two acceptable bids. Those present voted in favor. *Motion passed.*

93
94 Video exam of water lines: The infrastructure committee is recommending that we do not video
95 the water lines in the park.
96
97 A **motion** by Pat Novi and seconded by Mandy Brewer to approve the recommendation of the
98 Infrastructure committee not to video the water lines at this time. A discussion was had by the
99 Board. Those present voted in favor. *Motion passed.*
100
101 **NEW BUSINESS**
102
103 **Board Approval – Rental and Sales:** See attached report: A motion was made by Steve
104 Koerner and seconded by Mandy Brewer to approve the rentals, sales & transfers that were not
105 approved over the summer.
106 Board Approval – work to be done by shareholders: See attached report.
107
108 **Abuse of wireless service:** The Park received multiple letters from our internet provider,
109 Comcast, that someone has been illegally downloading copyright protected videos using the
110 association provided internet service. A notice of this activity was placed in the clubhouse.
111
112 **Unit 20 issues:** Late fees / occupants / rule violations: The Board discussed the option of
113 placing a lien on the unit for non-payment of the dues in full.
114
115 The **motion** was made by Mandy Brewer and seconded by Steve Koerner to send the certified
116 letter starting the lien process as necessary by law in Florida . Those present voted in favor.
117 *Motion passed.*
118
119 It appears that the resident is no longer living in the unit and has tenants/family residing there.
120 The alleged occupants do not meet the age limit criteria. The Board requested that the
121 management company contact the owner’s representative regarding the occupancy issue and give
122 them an opportunity to explain the situation, in writing, to the Board not more than two weeks
123 after initial contact has been made.
124
125 **Palm trees: Where to plant:** In order to install the new unit in lot 98 a palm tree had to be
126 removed and cannot be replanted in the same spot. The contractor agreed to plant the required
127 four new palm trees in a location of the Association's choosing. The shareholders of lot 98
128 cannot obtain a certificate of occupancy until those trees are planted. The Board had previously
129 discussed making area in front of the south side villas more akin to the same area in front of the
130 north side villas. Those three trees can be planted in this area to match those that are currently in
131 front of the north side villas. A discussion was had regarding the ‘sink hole’ repair made in the
132 this area in front of the south side villas during the summer and how more of the ground located
133 adjacent to that portion of the sea wall may also be compromised.
134
135 Motion by Steve Koerner and seconded by Nancy Cornuke to plant the three palm trees in front
136 of the south side villas. Those present voted in favor. *Motion passed.*
137

138 **Dumpsters being overfilled:** We need to purchase one additional two yard dumpster in order to
139 meet the needs of the larger community.

140

141 **Shareholders' sprinkler systems:** Several shareholders leave their individual sprinkler systems
142 on in spite of leaving for the summer. The Board will be asking our landscaping company to go
143 around and turn off these sprinkler systems when necessary.

144

145 **For the good & welfare of the Community:**

146 • December 7th, Longboat Key will hold a meeting to discuss the plans to install
147 underground wiring in the Gulf of Mexico supporting the individual communities.

148

149 • The park entrance lighting is very low at night making it difficult to see the entrance.
150 The Board will look into it.

151

152 • Friday is the last day to sign up for the Thanksgiving dinner.

153

154 **Adjournment:** A motion by Pat Novi was seconded by Mandy Brewer to adjourn. Those
155 present voted in favor. *Motion passed.* Adjourned at 11:16am

156

157 Respectfully submitted by,

158 Shane Raniere, CMCA, AMS

**TWIN SHORES BEACH AND MARINA, INC
MONTHLY TREASURER'S REPORT**

Date of Accounts: November 18, 2015

Operating account:_____ \$	\$144,397.31
Money Market_____ \$	\$101,400.71
Petty Cash_____ \$	\$ 299.68
Special Assessment_____ \$	\$ 2,997.87
TOTAL CASH ON HAND.....	\$249,095.57

Loan Balance on Special Assessment as of October 28, 2015....PAID IN FULL!!

Villas Reserve Account :\$21,563.60

Note Due to Association on sale of #21..... . \$53,962.54

1. As of November 16, 2015 there is \$2,603 past due in HO's fees, Special Assessment, Late Fees and Administrative fees from 3 Shareholders. One shareholder owes \$1,608 and will be addressed later in today's agenda. There is a total of \$1125 owed in the special assessment account and the remainder of \$1,478 is owed in Homeowner's dues , Late and Administrative fees.

2. Several people have prepaid on their special assessment past the October payment. Everyone was notified either by email or by letter that payments would cease after the payment of the October payment. Many of the prepaids may be from automatic payment not being cancelled. Total over payments of \$2,035 will be refunded to 13 Shareholders shortly. There should be approximately \$2,000 remaining in the special assessment account when all prepaids have been returned and the arrears have been collected. I would recommend that any excess fees be transferred to the operating account as we have made payments in the past from the operating account to lower the balance on the loan and save on interest. PLEASE DO NOT MAKE FURTHER PAYMENTS OF \$125.

3. Rentals will not be approval if Shareholder fees are not current. Company charges an administrative fee of \$10 per bill. In addition, late fees are \$25.

4. A number of projects have been completed over the summer months. Primarily the updating of the Clubhouse for a total cost of \$20,000 including the floor which was billed as maintenance. Everyone is delighted with the results!

5. I would like to recommend preplanning of future projects so that they can be considered in the budget for 2016-17 which is done in Feb. 2015 ↴

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

Maintenance the summer of 2015

June 2015

Gary scraped and painted all the parking bumpers. I was amazed that there were no paint chips anywhere on the ground and no splatters of paint anywhere on the ground. His wife numbered them all with numbers that Mark found in the office left over from out street number signs.

Gary also fixed the east second story east wall of the maintenance building by replacing the wood siding, caulked everything, fixed the door going into the shed, replaced rotten wood on the back side and painted it all. He also put in thresholds going into the laundry and going to the clothes lines which will prevent any tripping hazards.

July 17, 2015

Jose saw a broken water pipe at the marina. Charles went down and shut the water off and Jose fixed the problem.

Gary cut out nice neat sections of sidewalk on the west end of the north and south sidewalks coming out of the clubhouse and cemented those sections. He also cut out old cement in front of the south villa steps and tamped in asphalt there and in all the old fence pole holes.

August 14, 2015

Jose came to me and said, the golf cart almost started on fire when he plugged it in. He saw smoke coming from the battery compartment and saw that battery wires were burning onto the motor. I told him I would call the company to come out and he said, no he can get some new battery cables and fix it which he did.

August 18, 2015

There is a big sink hole under the south/west sidewalk at the marina. I had Gary come to do some removing of cement and find the hole. When we discovered the hole went on for several yards, I decided we needed a more expert opinion so I called in Todd Wagner from Duncan Seawall. I met with him this morning. He explained that sidewalks so close to a seawall is not a good thing, but we have what we have.

His suggestion was to do more digging, fill the hole in with about 3 yards of shell, compact it good using water and a compacter. Hydraulic cement from the inside isn't good. After that go ahead and put the cement sidewalk back in. If we notice any problem after that they can come in and scrape the barnacles, put in power points at about \$150.00 each. They like to put them at each stanchion. A total job all the way down would be about \$5,000.00. There was no charge for him to come out and give his opinion and he said we were doing the right thing. He also added it would be good to have a 6" drain from that corner going to the water. They are the only ones who can do that because it would mean drilling into the seawall from the marina. We can call them to do that at some time. No charge for the expert advice.

September 2015

Gary finished the ceiling in the storage area.

Page 2 of 2015 summer maintenance report

Christmas palm trees were purchased and planted by the south side villas. Mulch was purchased to put around palm trees. Trees were watered daily for 2 weeks, then once a day for a week.

A new toilet valve was replaced in the office toilet.

A water leak was fixed behind #25.

September

Clubhouse was renovated and painted.

October

Got a bid to paint outside of north villas for \$4200.00 includes washing, repairing west wall, and caulking

November 3, 2015

Several other water leaks were repaired throughout the park

New acrylic floor in clubhouse

NEED TO REMIND EVERYONE AGAIN, MENTAL ONLY GOES BY THE MAINTENANCE BUILDING

IT IS YOUR RESPONSIBILITY TO GET RID OF TV'S AND MICROWAVES, DO NOT PUT THESE IN THE DUMPTER OR METAL PILE

DO NOT LEAVE ANYTHING IN DUMPSTER AREA. IF IT IS TRASH, YOU BREAK IT UP AND PUT IT IN THE DUMPSTER

*Report written by
Vickie VanMeier*

Reports – Board of Directors Meeting Nov. 18, 2015

Financial – Fred Huber

We plan to begin Financial Committee meetings in Jan. for the 2016/17 budget.

Beautification – Nancy Martin

The committee will begin the planting of the flowers in Jan.

Storage – Nancy Martin

All storage units are currently rented. There are 2 people on the waiting list.

Social – Linda Huber

The Social Committee met on Tues. Dec. 10 and began planning activities for the Season. The activities for Thanksgiving and Christmas are pretty much complete. We began work on the activities for the rest of the Season – Coffees, Penny Sale etc. for Jan. & Feb. but very preliminary. There will probably be a Social Committee meeting Jan. 9 after the Coffee to continue the planning. Please remember to check the calendar on the Bulletin Board – also sign up to help as needed.

SOCIAL COMMITTEE TREASURES REPORT

November 17, 2015

Mirror for ladies room	\$ 10.00
Fans, toilets	\$813.04
Paper towel holders	\$ 34.04
Toilet paper holders	\$ 21.38
Bulletin boards	\$112.46
Kick plates, shelf liner	\$ 87.25
Laundry for table cloths	\$ 20.00
Sink for ladies room	\$ 77.05
Construction extras	\$437.00

Total from social committee for renovation. \$1612.22

Balance in checking: ^{\$}2929.43 ^{of that} \$34.72 is BINGO MONEY

Vickie VanMeier, Treasurer

Board Approval – Rental & Sales

Rental:

Already Approved

1. #1 Richard to Al & Dottie Van Iten Jan. 1, 2016 – Dec. 31, 2016
2. #2 Franco to Fred & Jill Menschel Dec. 15, 2015 – March 31, 2016
3. #5 Kremer to Con & Gail Batt Dec. 15, 2015 – April 15, 2016
4. #5A Goldstein to Edward Clark & Judy Miller Jan. 1, 2016 – Feb. 29, 2016
5. #7 Boley/Smentowski to Ella Kimpton Dec. 1, 2015 – Jan. 31, 2016
6. #7 Boley/Smentowski to Sharla Gambrell & Jana King Feb. 1, 2016 – March 31, 2016
7. #9 Richard to Lawrence & Theresa Amato Jan. 1, 2016 – March 31, 2016
8. #15 Hammar to Mary R. Mills Feb. 8, 2016 – April 30, 2016
9. #19 Scalera to Mary Hartin Jan. 3, 2016 – April 3, 2016
10. #25 Atkinson to Jim Seaton May 1, 2015 – May 1, 2016
11. #32 Kellow to Gerald & Annette Fleming May 25, 2015 – Nov. 30, 2015
Lease extension
12. #32 Kellow to Melvin Sorton Dec. 15, 2015 – March 15, 2016
13. #45 Rios to Ramona & Patricia Rios Oct. 1, 2015 – Sept. 30, 2016
14. #65 Clark to Holly J. Bruce Dec. 1, 2015 – Aug. 31, 2016
15. #68 Kantor to Kim Clark Sept. 1, 2015 – Aug. 31, 2016
16. #75 Lawson to William F. Good May 1, 2015 – May 1, 2016
17. #76 Tupper to Frank DeMagistris Jan. 1, 2016 – March 31, 2016
18. #85 Durand to Jerry & Annette Fleming Dec. 31, 2015 – Dec. 31, 2016
19. #92 Lantery to Betsy Falls June 1, 2015 – Nov. 30, 2015
20. #95 Hamilton to Shirley Stacey & Gary Robeson Jan. 1, 2016 – March 31, 2016
Cancelled due to illness
21. #95 Hamilton to Daniel & Diane Cannon Jan. 1, 2016 – March 31, 2016
22. #106 Willers to Eifion & Karen Morris Sept. 17, 2015 – Oct. 17, 2015
23. #110 Rainone to Robert & Nicola Hunt Dec. 1, 2015 – Nov. 30, 2016
24. #112 Rainone to Shirley Stacy Jan. 1, 2016 – March 31, 2016
25. #116 Brandlein to Donald & Susan Chiodo June 1, 2015 – June 1, 2016
26. #123 Cornuke to Michael & Wendy Goldstein July 1, 2015 – June 31, 2016

Loans:

1. #21 Ross to Gary & Cathy Dankmeyer Dec. 1, 2015 – Dec. 7, 2015
2. #22 Martin to Jean Ashley for 1 week in December (around Christmas) for family use.

Sales:

Already Approved

1. #3 Murphy to Carla Ogburn
Interview was held Sept. 26, 2015 - Approved Closed Sept. 30, 2015
2. #21 Twin Shores Beach & Marina, Inc. to Dale K. Ross
Interview was held April 22, 2015 – Approved Closed May 18, 2015
3. #52 Gregg Cohen, Trustee of the Lawrence S. & R. Cohen Real Estate Trust to Gregg Cohen *
Joseph A. Rufo and Lynne S. Rufo
Interview was held Oct. 19, 2015
4. #57 Flemming to Thomas E. Skora
Interview was held July 14, 2015 – Approved Closed July 23, 2015
5. #65 Holloway to Viera Sun LLC , Jacqueline F. Clark
Interview was held Oct. 16, 2015 - Approved
6. #68 Stiles to David Kantor
Interview was held Aug.28, 2015 - Approved
7. #77 Kaufman to Marion Taylor
Interview was held Sept. 15, 2015 - Approved
8. #104 Cotner/Alogna to Kirk Gustafson & Heidi Bokesch
Interview was held April 22, 2015 – Approved Closed June 9, 2015
9. #110, #112, #114, #116 Brandlein to Deborah Rainone, Rainone Holdings LLC
Interview was held Sept. 9, 2015 - Approved

Transfer:

1. #54 Ashley to Rick & Jane Reisterer
Interview was held March 25, 2014 - Approved
2. #66 Balerna to Five B Land Trust, Paula Balerna Riley, trustee
Interview was held July 13, 2015 - Approved

Work to be Done by Shareholder:

1. #3 Ogburn
Requests permission to:
 - a. Replace, install and paint (color -TBD) shutters on the Mobile
Need the color before request can be considered
 - b. Move HVAC to south side of Mobile. This will allow for cleanup, installation of underpinning and outside seating on the north side.
Board will view the site and discuss at workshop.
Both requests are tabled to a later date

Already Approved

1. #3 Ogburn

Request permission to:

- a. Paint outside of the Florida Room and the part of the Mobile that does not match the new siding. The color will be white like the existing siding.
- b. Remove Palm tree (too close to Florida room) and the two Plumeria trees (old and constant cleanup required).

2. #5A Goldstein

Request permission to install new piece of siding and repaint the front & rear of the unit the same color - white.

Approved. May 27, 2015

3. #39 Koerner

Request permission to replace A/C unit with a similar unit on the same pad at the front of our unit near the carport. The new A/C unit may be slightly smaller and run quieter than the old.

Approved Nov. 11, 2015

4. #87 Hegmann

Request approval to paint the shutters the same color as the garden bricks, porch tile floor and wooden steps that have been that color since our purchase in 2006.

Approved May 27, 2015

5. #94 Durkin

Request permission to reside unit with vinyl siding. The color is Colonial Yellow, a soft yellow. She has applied to the town for a permit.

Approved. Oct. 16, 2015