

**Twin Shores Beach & Marina Condominium Association, Inc.**

**BOARD OF DIRECTORS' MEETING**

**MINUTES**

**MARCH 15, 2017**

**9:00am**

1 **Storm Water Ponding Resolution Analysis Report:** Engineer Mike Smith from Grissom Smith  
2 Engineering was present to discuss the results of the Storm Water Ponding Resolution Analysis Report.  
3 They have developed three different plans of action to correct the issue. The floor was opened up for  
4 questions. Lengthy discussion was had.

5 **Public Expression:** None

6 **Moment of Silence:** A moment of Silence was held for the following Shareholders: Betty Saylor, Leah  
7 Nihill, Tony Viscione, Gail Batt.

8 **Call to Order:** The meeting was called to order at 9:53am by Vickie VanMeier.

9 **Roll Call:** Linda Huber: Present in Person; Vickie VanMeier, Mandy Brewer, Pat Novi, Nancy  
10 Cornuke, Linda Huber, Donnie Lane, and Jim Boltz. Also present was Shane Raniere representing  
11 Progressive Community Management.

12 **Reading of Minutes:** Linda Huber: **Motion** by Mandy Brewer and seconded by Pat Novi to forgo the  
13 reading of the draft minutes of the February Board Meeting. *The motion passed unanimously.*

14 **Motion** by Jim Boltz, and seconded by Mandy Brewer to approve the minutes of the February 15<sup>th</sup>, 2017  
15 Board Meeting Minutes. *The motion passed unanimously.*

16 **Treasurer's Report:** Mandy Brewer: See attached.

17 **Correspondence:** Linda Huber: None

18 **Maintenance Report:** Pat Novi: See attached. Discussion was had.

19 **PCM Report:** Shane Raniere: Discussed the Ballot process for the upcoming Annual Meeting. Also  
20 reminded the unit owners to put away any potential flying objects when they leave for the season.

21 **COMMITTEE REPORTS:**

22 **Financial:** Fred Huber: None

23 **Infrastructure:** John Balerna: The committee met this morning. It is the recommendation of the  
24 Infrastructure committee to go with both options 2 & 3 from the engineer's report about storm water  
25 drainage. We have run into a new development regarding the seawall restoration project. We will  
26 investigate and make the necessary corrections to the incoming bids. Discussion was had.

27 **Motion** made by Donnie Lane, and seconded by Mandy Brewer to proceed with options 2 & 3 from the  
28 engineering report. *The motion passed unanimously.*

29 **Parking:** Donnie Lane: See attached. Discussion was had regarding the recommendation to cut off 12  
30 inches of the porch of the storage building in lot #78 which would allow more space for the parking  
31 space directly in front of the lot, and the need to ensure that this action doesn't increase the flow of  
32 debris to the sump pump in that area. **Motion** by Donnie Lane, and seconded by Mandy Brewer to cut  
33 off 12" of porch of the storage building in lot #78. *The motion passed unanimously.*

34 **Marina:** Richard Collins: See attached. Discussion was had about the possibility of moving the aqua  
35 thruster to try to reduce the grass that comes into the marina. This would require an additional bracket  
36 in the location that we would want to try it. It also requires two people to move the aqua thruster.

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37 **Rental:** Penny Koerner: None. Donnie discussed setting up a meeting with the new renters to go over  
38 the park rules and volunteered to conduct said meetings. Nancy talked about the possibility of creating a  
39 toilet bowl sticker which indicates what can and/or cannot be flushed down the toilets.

40 **Fining:** Penny Koerner: None.

41 **Beautification:** Nancy Martin: See attached.

42 **Storage:** Nancy Martin: See attached.

43 **Social:** Barbara Bruce: None. The Board requested that the social committee research buying new  
44 chairs for the exterior of the clubhouse. These chairs were purchased by the social committee in the  
45 past. Discussion was had.

46 **Pool:** John Brewer: None

47 **OLD BUSINESS**

- 48 • Certified Letters (home maintenance) or units 9, 15 and 32: They have been sent. They have 14  
49 day remedy timeframes on them.
- 50 • Clubhouse Doors & Air Conditioners: Pat discussed the bids we received. **Motion** by Jim Boltz,  
51 seconded by Linda Huber to approve the bid of \$3,347.22 from TAS Carpentry and Builders  
52 Door. *The motion passed unanimously.*
- 53 • Status of unit 12: Unit number 12 has no executor to the estate. They are in arrears. Our  
54 attorney has advised us not to enter into and/or sell anything from the unit in order to try to  
55 collect monies to apply to the arrears. Discussion was had regarding the value of the unit and the  
56 line of credit and/or mortgage held out on the unit with the bank of record.
- 57 • Status of Unit 20: The legal guardian of the unit owner received a letter, from our legal counsel,  
58 stating that it is in the best interest to sell the unit. The letter also stated that there are  
59 unauthorized tenants occupying the unit as well.
- 60 • Lighting the Palm Trees at Entrance: Gary Bruce met with Herb Dolan to discuss the project.  
61 We need to cut through the concrete in order to make the necessary path for the wiring to go.  
62 Discussion was had. Further investigation will be done.
- 63 • Directory: Susan Roter and Ron Horn have volunteered to work on the 2017 Directory. At this  
64 time, we do not anticipate having the directory in time for the Annual Meeting. Discussion was  
65 had about possibly changing the cover picture.
- 66 • Cooling of the Kitchen: Gary talked about the fan that he and Jim Boltz found to help circulate  
67 the air in the kitchen. It will fit in the top portion of one of the windows in that room.  
68 Discussion was had. The fan will be ordered and installed upon arrival.

69 **NEW BUSINESS**

- 70 • Board Approval – Rental and Sales: See attached. **Motion** by Mandy Brewer, seconded by Jim  
71 Boltz to approve. *The motion passed unanimously.*
- 72 • Work to be Done by Shareholder: See attached. **Motion** by Mandy Brewer, seconded by  
73 Donnie Lane to approve. *The motion passed unanimously.*
- 74 • Unit 63: They are requesting the authority to park a small watercraft, about the size of a golf  
75 cart, in their parking lot. Discussion was had. The issue is that it is a trailered watercraft which

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76 is prohibited by our current rules. **Motion** by Donnie Lane, seconded by Jim Boltz to approve  
77 the owner to store their watercraft in their parking space. *The motion passed unanimously.*

- 78 • Ratification of Board Decision to Rescind the five (5) Member Board of Directors Proposal:

79 **Motion** by Mandy Brewer, seconded by Jim Boltz to approve. *The motion passed*  
80 *unanimously.*

- 81 • Investigate Having Rental Restrictions: Donnie recommended to the Board that, as of January  
82 2018, any newly purchased units not be allowed to rent their unit. Discussion was had. Nancy  
83 brought up the survey results of the owners from last year regarding their strong desire to be able  
84 to share their units with family and friends as well as the ability to rent their unit if needed. This  
85 will require a vote of the ownership in order to go into effect. This topic will be tabled until the  
86 November 2017 Board Meeting.

- 87 • Unit #78 – Park Storage Only: Owners need to remove their personal belongings from this  
88 storage unit. It is to be used by the association only. Discussion was had.

- 89 • Packets for New Owners & Renters / Meeting: Donnie has volunteered to meet with new renters  
90 to go over the park rules.

- 91 • Job Descriptions for Board Members & Committee Chairs: Please have these ready by August.

- 92 • Reminder: Emergency Contact Form is due.

93 **For the Good and Welfare:**

- 94 • Linda Huber: Recommends that we remind owners about the business tax that is due when you  
95 rent your units during a year. If you are renting out your unit be sure to contact the town of LBK  
96 to get a Local Business Tax Receipt Application. This can alternatively be found online at The  
97 Town of LBK's website. Discussion was had. There is also a notice about this on the Twin  
98 Shores website.

- 99 • Fred Huber: He was notified by the emergency reporting service to seek shelter due to a possible  
100 impending tornado. Where can a resident go in this park to seek said shelter? Discussion was  
101 had. The maintenance building is a possible choice. The Board will review the possible options.

- 102 • Nancy Cornuke talked about an available genetic test, which is covered by Medicare, that tells  
103 you what medications will not work for you based on your genetic makeup.

- 104 • Kathy Flynn asked about the Board Member voting Ballot. Owners can vote for up to three  
105 Board Member candidates.

106 **Next Meeting Date: April 19<sup>th</sup>, 2017.**

107 **Adjournment:** **Motion** by Mandy Brewer, seconded by Nancy Cornuke to adjourn. *The motion*  
108 *passed unanimously.* Meeting adjourned at 11:20am.

109  
110 Respectfully submitted,

111 Shane Raniere, Recording Secretary

**TWIN SHORES BEACH AND MARINA, INC**  
**MONTHLY TREASURER'S REPORT**  
**MARCH 15, 2017**

Operating account: _____ \$ .....	\$134,709.72
Money Market _____ \$ .....	\$ 157,679.18
Petty Cash _____ \$ .....	\$ 101.18
Villas Reserve Account : .....	\$ 19,182.10
<b>TOTAL CASH ON HAND.....</b>	<b>\$311,672.18</b>

1. From the most current accounting there is currently \$ 1,305 in arrears from 3 shareholders and \$8,742 in pre-pays from 12 Shareholders. 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 10<sup>th</sup> 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. New coupon books should be available by the Shareholders meeting on March 25<sup>th</sup> and will distributed at that time.
2. 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.
3. There are several large expenses that will be presented to the Board for work on the Sea Walls and infrastructure within the park, mainly drainage from our streets. All major expenses with bids will be presented to the Board for approval before any work will be done. Hopefully work will be completed before next fall.

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

PARKING REPORT FOR MARCH 2017 BOARD OF DIRECTORS MEETING

<b>NAME</b>	<b>RENTAL FEE</b>	<b>CONTRACT REC.</b>
CROSTHWAIT	\$ 152.00	YES
LANE	\$152.00	YES
CRAIG	\$ 152.00	YES
TEW	\$152.00	YES
KROLL	\$152.00	
BREWER	\$152.00	YES
WYSS	\$152.00	
HERIDER	\$152.00	
MAHONEY	\$152.00	YES

THERE ARE A TOTAL OF 9 SPOTS AT AN INCOME OF \$ 1368 /YEAR

NOTE: RESIDENTS PAY QUARTERLY VIA MAINTAINCE FEE.

WE HAVE OPENED UP ALL THE SPOTS ON WEST SIDE OF THE SHUFFLE BOARDS. WE STILL HAVE SPACES AVAILABLE TO RENT IF NEEDED.

I AM SUGGESTING THAT WE CUT 12 INCHES OFF OF THE PORCH TO THE STORAGE BUILDING #78....TO PROVIDE MORE ROOM FOR PARKING....IT WOULD JUST MAKE IT EASIER FOR 2 CARS TO PARK THERE.

WE ARE STILL HAVING PROBLEMS WITH RENTERS AND GUEST NOT USING PARKING PERMITS ON THEIR DASH AND SIGNING THE BOOK IN THE CLUBHOUSE. SOMEHOW WE HAVE TO MAKE OWNERS UNDERSTAND THE RULES AND GET THEM PASSED ON TO THEIR GUESTS AND TENENTS. ANY SUGGESTIONS WOULD BE APPRECIATED !!!

SHIRLEY HAS GIVEN ME TEMPORARY PERMISSION TO USE HER PARKING SPACE WHILE CAROL IS FIGHTING HIP AND BACK PROBLEMS.

RESPECTFULLY SUBMITTED,

DONNIE LANE



WindowCling™ Parking Permit, with Blank

Parking Permit for Inside of Car Window, Blank Spot (No Numbering)

- Size 2" x 3" (H x W)
- Package 1 Decal
- Material WindowCling™ Repositionable Decals (White) - Front Stick for Inside of Window [SHW-WCF-W]

Quantity :  
150 Decal  
Total cost: \$103.50



	1	2	3	
12" x 18"	3/16	\$19.95	\$18.95	\$17.95
				\$16.95

Heavy-Duty Aluminum Sign, 63 mil

**Material Features**

- Made from heavy-duty, 63 mil thick aluminum. Unlike steel signs, our aluminum signs do not rust.
- Signs are printed with 3M screen printing or 3M outdoor digital inks designed specifically for outdoor traffic and parking signs - for the ultimate in durability. Lasts 10 years outside.
- Rounded, burr-free corners, for longer life and a professional appearance.
- Thick 63 mil signs do not bend. They have been proven to outlast the toughest of storms. • Includes large holes for easy mounting. The holes are "cleared" (unlike competitors' signs)
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Board Meeting  
March 15, '17

1. Still working on two new doors for the club house (North & South). Hoping to (close) approve bid today.
2. Had south street poles painted black, re-inforced under meath office door, & scrapped man-hole outside north clubhouse door.
3. Contacted Americas to paint rusted propain tanks.
4. Discussed inspection of owners exterior letters. Instead of a yearly letters, it is better to address the issue when noted, with a letter. Contact with Shane, addressing the issue, and intent, should solve the problem. ~~These~~ certified letters have been mailed to owners (3) concerning work not done.
5. Leaving your property, <sup>to come to your office</sup> Remove all flyable articles from outside your unit.
6. Make sure all outside baths & storage units are left open. 1. for maint. if needed  
2. for shelter if needed

M. Patricia Novi



March 15, 2017

## **Marina Dock Master Report**

### **Seawall Repair/Capping**

Awaiting final quote from Custom Dock and Davit

### **Water Supply**

- Hose bibs will be replaced in Marina end of this week by Elite Plumbing.
- New water hoses, hose nozzles and hose holders will be purchased and installed by the Dock Master.

### **Boat Slip Rental Agreements**

All boat slip rental agreements have been sent out for renewal for the new fiscal year.

### **Kayak Launcher/Storage**

Researching kayak launchers and kayak storage units.

### **AquaThruster**

Aqua Thruster is being run twice a week to keep it operational. Primary purpose of aqua thruster is to keep dead fish out of marina from red tide events.

Board Approval – Rental & Sales

**Rental**

**Already Approved**

1. **Tupper Unit #76 to Frank DeMagistris Jan. 1, 2018 – March 31, 2018.**
2. **Willers Unit #106 to Warren & Denise Myers Jan. 1, 2017 – March 31, 2017**
3. **Willers Unit #106 to Barbara Landau & Peter Valenti Jan. 1, 2018 – March 31, 2018**
4. **Bergin #108 extension of rental period to Mike Mills to June 30, 2017.**

**Loans:**

**Sales:**

**Already Approved**

**Transfer:**

**Work to be done by Shareholder:**

**Already Approved**

1. **The Richard family Unit #1  
Request permission to install a new roof on the unit. A permit has been secured.  
Approved March 2, 2017**

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**Fwd: BEAUTIFICATION AND STORAGE REPORTS**

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Robert/Nancy Martin <alumas42@gmail.com>

Sun, Mar 26, 2017 at 9:38 PM

To: Linda Huber <fnlhuber@gmail.com>, Bob/Nancy <alumas42@gmail.com>

Hi, sent the wrong one a few minutes, this one is for the annual meeting.

----- Forwarded message -----

From: **Robert/Nancy Martin** <alumas42@gmail.com>

Date: Fri, Mar 24, 2017 at 9:43 PM

Subject: BEAUTIFICATION AND STORAGE REPORTS

To: Bob/Nancy <alumas42@gmail.com>

BEAUTIFICATION-WE HAVE HAD A GREAT SEASON THUS FAR AND THE COMMITTEE WORKED VERY HARD TO PLANT FLOWERS AND RENEW GARDENS TO MAKE THE PARK LOOK VERY SPECIAL. THANKS TO ALL WHO HELPED IN THIS EFFORT.NANCY MARTIN

STORAGE-AT PRESENT WE HAVE THREE STORAGE LOCKERS LEFT TO RENT. OUR TOTAL INCOME FOR THIS YEAR WILL BE TWENTY THREE HUNDRED DOLLARS WHEN ALL THE CONTRACTS ARE RETURNED.IF THE REMAINING THREE ARE RENTED,IT WILL BE TWENTY SIX HUNDRED DOLLARS. THANKS,NANCY MARTIN