

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
PORTOFINO BAY PROPERTY OWNERS ASSOCIATION**

**March 21, 2019**

The March 2019 meeting of the Portofino Bay Property Owners Association's Board of Directors was held at the Waterstone Grand Clubhouse. The President, Manuel "Manny" Villate, called the meeting to order at 7:50 PM; welcomed everyone and it was determined a quorum was present.

Present from the Board of Directors were Manuel "Manny" Villate, Miguel Chavez, and Guetane Morel.

Also present was Craig Sowby, the HOA Concierge, in addition to other homeowners and guests of the Association.

President / Chair's Report – Manny welcomed the Board of Directors and the homeowners that were present. He noted that Craig is taking minutes. He called to action anyone interested in serving on a committee as volunteers are needed. There was no interest in volunteering.

Secretary's Report – Motion made by Manny and seconded by Miguel to approve **the January 17, 2019 regular meeting minutes** as presented. Motion passed unanimously by those directors present.

Treasurer's Report – The January and February Financial Statements and Report was presented and reviewed. Motion made by Manny and seconded by Mike to **accept and approve those financial statements and report as presented**. Motion passed unanimously by those directors present.

Management Report – The violations report was available for review. The AMPM report as well as Community Concerns were presented and discussed included the following:

Craig gave report.

- Vehicle gates and cameras have been working well. No recent incidents to note.
- Pedestrian gates are in the process of getting new mechanical locks by Gary from H&H.
- Overnight Parking has improved. Still a few sporadic offenders.
- The Basketball court fence has been repaired and new support rails were added.
- Craig is handling mailbox notices citing cleaning, repair, or replacement. Fliers are to be handed out to all residents by Craig. AMPM has also sent some notices.
- The previous proposal for trip hazards was reviewed. Determined to be too expensive. Manny is going to follow up with another quote.

Committee Reports

1. Welcoming Committee – There is no standing welcoming committee. It was discussed that such a committee would be beneficial – in the mean time; members of the Board and Assistant serve in this capacity. Craig keeps abreast of new residents and provides them with parking/trash rules and other necessary info. In addition, AMPM sends out welcoming letters upon receipt of information from Title Companies.

2. Architectural Control Committee – AMPM gave any applications received to Committee for review.
3. Grievance Committee – Meets on the 3rd Thursday of each month at 7:00 PM.
4. Community Crime Watch – No report.

#### I. Unfinished Business:

A drain cleaning inspection and proposal at \$2,600.00 was presented for review. Tabled to next meeting, pending rainy season need.

Several Roofs and driveways in process have taken their course. An updated report is needed from AMPM. Violations fines are pending as examples were noted where in the process they were.

#### II. New Business:

The board discussed the need for owners to be more aware of the one (1) approved color for driveway paint. Behr 850 Chickory is the only approved color. Paint is recommended over stain.

A motion was made by Manny and seconded by Miguel that the **next regular meeting would be a Regular Meeting held on Thursday, May 16, 2019 at Waterstone Grand Clubhouse.** Motion passed unanimously by those directors present.

#### Resident Appeal for Fees / Fine Assessments

Account **0102** was present to discuss a violation on account. Motion by Manny and seconded by Miguel to grant extensions for driveway repainting until 4/30/19. Motion passed unanimously by those directors present. Manny notated and signed the owner's violation letter.

#### III. Adjournment

A motion was made by Manny and seconded by Mike to adjourn this meeting. Motion passed unanimously by those directors present. Meeting adjourned at 8:45 PM.

#### IV. Open Forum

There was a call for an open forum on the floor.

A new owner asked about expanding and widening his driveway by 3 feet . Manny gave explanation of why this is not allowed.

Account **0609** was present to confirm the approved driveway color and brought her paint can as proof of the correct color. The resident was commended for the beautiful paint job in the approved color.

Respectfully submitted

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Manuel Villate, President

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Guétane Morel, Secretary