
NOTICE OF SPECIAL MEETING OF:

PORTOFINO BAY PROPERTY OWNERS' ASSOCIATION

Date: Wednesday, November 6, 2019

Time: 7:30 pm

Place: Waterstone Grand – 4002 Waterstone Way; Homestead, FL

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Time: 7:30pm

Place: Waterstone Grand (4002 Waterstone Way)

Chair's Report –Roll call, Establishment of Quorum of Directors, Call to order. Discuss proper procedure and conduct for meeting and holding any audience comments until open forum.

- **Note that special meeting is called for the purpose of the items on this agenda only** – No other business should be discussed.
- Announcements - Please Silence or Turn off Mobile Phones during the meeting.

Secretary's Report – Ensure meeting sign-in sheet.

Committees – Appoint Grievance Committee (GC)

New Business:

- Re-Organize Officer Positions – Appoint Pres, VP, Secretary, and Treasurer
- Authorize Waterstone Master HOA representative delegate (if other than Pres.)
- Check signature authority & Bank Signature Cards
- Tree Trimming
- Lawn Service Contractor

Old Business:

- Holiday lights
- Pressure cleaning
- Cameras
- Gate System / Vendor – Welding needed. Change in Gate Technician

Announcements - Next Regular Meeting – Thursday, November 21, 2019

Adjournment (by Motion)

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