

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

January 18, 2017

The January 2018 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 7:35 PM; welcomed everyone and it was determined a quorum was present.

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

Also present was Sal of Alton Madison Property Management (AMPM) 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 AMPM is taking minutes tonight.

Secretary's Report – Motion made by Miguel and seconded by Manny to approve **the November 16, 2017 regular meeting minutes** as presented. Motion passed unanimously by those directors present.

Treasurer's Report – The November and December 2017 Financial Statements and Report was presented and reviewed. Motion made by Miguel and seconded by Manny to **accept and approve those financial statements and report as presented**. Motion passed unanimously by those directors present.

Management Report – The AMPM report as well as Community Concerns were presented and discussed included the following:

Craig will be assumed new onsite duties and gave report.

- Damien who lives near the entrance is willing to assist with gates.
- Gates are squeaking. Resident Gate still having problems
- Craig researched bundling phone and internet with AT&T. It's a "wash" with Comcast.
- An estimate should be obtained for concrete bollards at entrance.
- Cameras are working
- Gates are working
- Craig is working on power consumption matters with FPL
- Park benches are in bad shape and back to square one.
- There is a downed FPL Lamp post. Must get money back owed.
- Basketball park rules to be reinforced by everybody. 2 new nets were purchased.
- 1/3 of all mailboxes still need to be cleaned
- Hold the river rocks for now and entrance landscaping.
- Follow up on driveways with unapproved paint and /or colors
- Good feedback on holiday tidings.
- Mailboxes are in need of repair.
- The Board approved a new sprinkler pump at \$600.00 by consensus and no objections.
- More overnight street parking surveillance is needed.

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. 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:

New security company is doing a good job.

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

A letter from the CDD dated 9/20/17 was read aloud. Board is still taking a wait-and-see approach. Next would be to survey those homeowners since there is not a lot of them. The question was posed if the CDD has considered pruning the roots which they have declined. Pending Mike's poll of neighbors.

The Board previously approved the 2017 CPA Engagement proposal from Rolando Leiva, CPA for \$1,150.00. It's in process.

II. New Business:

Discussed the onsite concierge compensation for this year. Motion made by Miguel and seconded by Manny to approve \$1,350.00 per month for the company. Motion passed unanimously by those directors present.

There are about 10 homes painted in an unapproved color. There are some dirty roofs. There are some dirty and broken mailboxes. Inspections and follow-up are to continue.

A motion was made by Manny and seconded by Miguel that the **next regular meeting would be a Regular Meeting held on Thursday, March 15, 2018 at Waterstone Grand Clubhouse.** Motion passed unanimously by those present.

Resident Appeal for Fees / Fine Assessments

Account 0451 was present to discuss their account status. A motion was made by Miguel and seconded by Manny to waive fines of \$500.00. Motion passed unanimously by those directors present.

Account 0610 was present to discuss their account status. A motion was made by Miguel and seconded by Manny to approve a payment plan for 9-month term to start on February 1st. Motion passed unanimously by those directors present.

It was noted for the record that no other owners had sent correspondence (email, mail, fax, or phone) to management notifying of problems or possible attendance at this meeting.

III. Adjournment

A motion was made by Miguel and seconded by Manny to adjourn this meeting. Motion passed unanimously by those directors present. Meeting adjourned at 8:48 PM.

IV. Open Forum

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

Respectfully submitted

Manuel Villate, President

Guétane Morel, Secretary