

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

May 19, 2016

The May 2016 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 7:51 PM; welcomed everyone and it was determined a quorum was present.

Present from the Board of Directors were Manuel "Manny" Villate and Miguel Chavez. No one was absent.

Also present was Salvatore Gugliuzza 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. He moved to the first item under new business.

Secretary's Report – Motion made by Miguel and seconded by Manny to approve **the March 17, 2016 regular meeting minutes** as presented. Motion passed unanimously.

Treasurer's Report – The March and April 2016 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.

Management Report – The AMPM report as well as Community Concerns were presented and discussed. In addition, the Violations Report was reviewed. There are unapproved tenants at 3733 NE 23 Ct.

Connie reported that the new handyman "Jorge" has started. There is a section of sidewalk that need repairing that Jorge will look at. LED booms were purchased at \$325.00 each. A proposal for preventive maintenance for cameras will be obtained.

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 Assistants serve in this capacity. AMPM sends out welcoming letters upon receipt of information from Title Companies.
2. Architectural Control Committee –AMPM turned over all applications received to the Committee for their review.
3. Grievance Committee – Meets on the 3rd Thursday of each month at 7:00 PM. As policy, all noticed owners will be sent a 3rd and final letter to comply prior with being fined \$500.
4. Community Crime Watch – no report given. A Meeting may be scheduled at any time. Revisiting since the hiring and with the help of a new and effective security force.
5. Docs and CCRs Review Committee – no report.

I. Unfinished Business:

Fountain Repair – This can come off agenda.

Painting Entrance Gates - Static paint material project in process. Need to redirect the sprinklers away from it and the DVR box.

Gate Update – No major issues reported

Community Website – Manny reported photos will be taken and very close to completion.

Security – No further discussion tonight. Tabled.

Security Contractor Evaluation – ACP on the job two months now. All is well.

2015 CPA Engagement (Compilation required) - Report previously approved by Rolando Leiva, CPA. Tax return is on extension.

II. New Business:

The Board acknowledged an open position on the board and Secretary officer position. At the last meeting, Miguel was appointed temporary Secretary until that position is filled. A poll was made to the audience for which one stood. Motion by Miguel and seconded by Manny to appoint Gutan Morel to the Board and be appointed Secretary of the Board. Motion passed unanimously by those present.

The annual meeting of the members and the organizational meeting that preceded this meeting were recapped.

Security Golf Cart – Researching type, cost, and where to store. Cliff will be getting. Tabled.

The Board discussed installing a small house/shack/office for security with tile roof and tinted windows. A budget of \$2,000.00 was earmarked for further research.

Doggie Park Upgrades - pavers and doggie obstacle course previously approved is in process.

Legal - The Board reviewed the legal opinion on evictions and alleged activities. It was discussed and noted that pending matters are being monitored. Since the report, there was one alleged felon in the community who has been arrested on another charge, in jail, and awaiting trial.

It was noted that a lien was filed for utilities. It was noted the City will get paid when bank forecloses.

The Board discussed termination of previous maintenance services contractor and choosing of new one.

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Motion made by Miguel and seconded by Manny to retain preventive gate maintenance services with H&H at \$180.00 per quarter. Motion passed unanimously.

A motion was made by Miguel and seconded by Gutan that the **next meeting would be held at 7:30 PM on Thursday, July 21, 2016 at the Waterstone Grand Clubhouse.** Motion passed unanimously by those present.

Resident Appeal for Fees / Fine Assessments

Acct# **0619** was present to discuss status of account. Motion made by Miguel and seconded by Manny to grant extension of violation to paint by 30 days. Motion passed unanimously by those present.

Acct# **0729** was present to discuss status of account. Motion made by Miguel and seconded by Manny to waive late fines on account of \$250.00 provided remainder of balance of approx. \$1,376.00 is paid by May 27 or proceed. Motion passed unanimously by those present.

Acct# **0701** was present to discuss status of account and request extension. There were no motions.

Acct# **0424** was present to discuss status of account. Motion made by Miguel and seconded by Gutan to waive late fines on account of \$250.00. Motion passed unanimously by those present.

Acct# **0426** was present to discuss status of account. Motion made by Miguel and seconded by Gutan to waive late fines on account of \$500.00 pending confirmation that statues are removed. Motion passed unanimously by those present.

Acct# **0725** was present to discuss status of account. Motion made by Miguel and seconded by Manny to grant extension of violation for weeds by 30 days. Motion passed unanimously by those present.

Also not present as suggested to attend this meeting(s) previously were: 0412, 0303 and 0449. There were no motions.

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. Meeting adjourned at 9:22 PM.

III. Open Forum

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

Respectfully submitted

Manuel Villate, President

Gutan Morel, Secretary