

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

November 16, 2017

The November 2017 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 7:39 PM; welcomed everyone and it was determined a quorum was present.

Present from the Board of Directors were Manuel "Manny" Villate and Guetane Morel. Miguel Chavez 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 Guetane and seconded by Manny to approve **the September 21, 2017 regular meeting minutes** as presented. Motion passed unanimously by those directors present.

Treasurer's Report – The September and October 2017 Financial Statements and Report was presented and reviewed. Motion made by Guetane 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.
- Craig will research bundling phone and internet with AT&T and cancelling Comcast contract.
- An estimate should be obtained for concrete bollards at entrance.
- Cameras are working
- Gates are working
- Investigate power consumption with FPL
- Park benches are in bad shape
- There is a downed FPL Lamp post
- Basketball park rules to be reinforced by everybody
- 1/3 of all mailboxes still need to be cleaned
- There are unsupervised children vandalizing and stealing
- Hold the river rocks for now
- Doing Poinsettias again for the holidays
- Holiday lights were discussed.
- Follow up on driveways with unapproved paint and /or colors

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:

Ducks will continue to be monitored.

II. New Business:

Hurricane Irma impact and cleanup was discussed. Very limited emergency powers were enacted except for cleanup. It was noted all were very lucky in the storm. It was noted that last month the Board approved suspending late fees for September, new violations and roofs through November 30, collection activity through October 1 and parking enforcement through October 30.

Security cost vs. benefit was discussed as well as budgetary concerns. Motion made by Guetane and seconded by Manny to reduce Advantage security to \$1,560.00 per month due to budgetary concerns for which hours will be determined accordingly based on current contract pricing. Motion passed unanimously by those directors present.

The Board reviewed the 2018 Budget draft previously emailed to Board for review in advance of this meeting. This meeting was properly posted for Statutory notice. The Board discussed 2018 budget ideas noting some changes to the draft as a result of line item review. Management expressed several concerns and current potential cash flow situation. Motion made by Guetane and seconded by Manny to **adopt and approve the 2018 Budget at \$110.00 per month.** Motion passed unanimously by those present.

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

Halloween Party October 28 was deemed to have gone well.

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 2017 CPA Engagement proposal was presented for review. Motion made by Guetane and seconded by Manny accept the engagement letter of Rolando Leiva, CPA for \$1,150.00. Motion passed unanimously by those directors present.

It was discussed whether HOA could afford the traditional holiday blessings and tidings this year. Motion made by Guetane and seconded by Manny to approve \$2,500.00 in funds for the traditional offerings. Motion passed unanimously by those directors present.

A motion was made by Manny and seconded by Guetane that the **next regular meeting would be a**

Regular Meeting held on Thursday, January 18, 2018 at Waterstone Grand Clubhouse. Motion passed unanimously by those present.

Resident Appeal for Fees / Fine Assessments

It was noted for the record that no 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 Guetane and seconded by Manny to adjourn this meeting. Motion passed unanimously by those directors present. Meeting adjourned at 8:38 PM.

IV. Open Forum

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

Respectfully submitted

Manuel Villate, President

Guetane Morel, Secretary