

Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

Minutes of Board of Directors Meeting -March 13, 2024

Call to Order – Meeting called to order by President Gail Walker at 3:06 pm at 311 Tequesta Drive, Destin, Florida.

Proof of Notice – Board Meeting Notice was posted on the Community Bulletin Board January 13 in compliance with FS 720 and our Governing Documents.

Roll Call

Directors Present: Gail Walker, Cathi Galpin, Rob Durrett, Pete Maguire and Keith Poch - all via Video Conference

Directors Absent:

Others Present: Jeff Robinson, Association Manager

Establishment of Quorum – With five Board members present, a quorum was established according to and in compliance with Florida Statute 720 and our Governing Documents.

Approval of Previous Meeting Minutes – A motion was made by Rob Durrett and seconded by Gail Walker to approve the Minutes of the February 7 Board Meeting. The motion was approved unanimously.

Financial Report – February 29 Profit & Loss Statement and Balance Sheet were reviewed and discussed.

Unfinished Business

(a) Major Projects Status– We are awaiting City Permits on the removal of the Beach Access Stairs and the replacement of the Scenic 98 Perimeter Fence.

(b) Develop Agenda for Annual Membership Meeting- Suggestions were proposed for the content and format of our Annual Membership Meeting Agenda

Action Item: Jeff Robinson will prepare a draft of the Annual Membership Meeting Agenda for review and suggestions by the Directors

New Business

(a) Appoint Nominating Committee - The following motion was made by Keith Poch and seconded by Rob Durrett:

Appoint Shirley Cargill, Linda Hirsch and Larry Born to the Nominating Committee and appoint Larry Born as Committee Chairperson.

The motion was approved unanimously.

Action Item: Jeff Robinson will communicate the nomination process to the committee members..

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(b) Pool Gate Lock Code – The following motion was made by Gail Walker and seconded by Keith Poch:

Jeff Robinson will select a new Pool Gate Lock code and communicate the code to the Owners and Rental Management Companies, making it effective as of May 01, 2024

The motion was approved unanimously.

(c) Estoppels Certificate Authorization – The following motion was made by Gail Walker and seconded by Pete Maguire:

Authorize Jeff Robinson, dba Robinson Management & Consulting, to prepare and issue Estoppels Certificates for all home sale Closings and to charge the Closing Agent an Estoppels Certificate preparation fee up to the maximum allowed by Florida Statues.

The motion was approved unanimously.

(d) Letter on Amenity Use & Voting Rights Suspension for Delinquent Owners – No action taken.

(e) Follow-Up Property Inspections Report – A discussion was held the properties that had not completed all of the Annual Property Inspection report items identified on October 27, 2023.

(f) Sidewalk Paver Repair Report/Future Action - A Discussion was held on the repairs needed for the sidewalk pavers along Ocean View Drive. The following motion was made by Gail Walker and seconded by Keith Poch:

Obtain bids and use Reserve Fund monies to repair the Sidewalk Pavers along Ocean View Drive. In the short term, our handyman service will be contracted to repair the paving areas which have tripping hazards.

The motion was approved unanimously.

Future Agenda Items:

1. Assign duties and functions for the Agenda items and Social Hour for our Annual Membership meeting (Apr)
2. Discuss and approve a revised Perimeter Fence Gate installation strategy, if necessary. (Apr)

Establish Next Meeting Date and Time – Wednesday, April 17 2024, 3:00 pm

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Adjournment – A motion was made by Gail Walker and seconded by Rob Durrett to adjourn. The motion was approved unanimously. The meeting adjourned at 4:17 pm

Minutes Recorded and Submitted by:

A handwritten signature in black ink, appearing to read "Jeffrey E. Robinson". The signature is written in a cursive style with a large initial "J" and "R".

Jeffrey E. Robinson, Association Manager