

Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

Minutes of Board of Directors Meeting -January 17, 2024

Call to Order – Meeting called to order by President Gail Walker at 3:02 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, Keith Poch and Pete Maguire - 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 December 13 Board Meeting. The motion was approved unanimously.

Financial Report

(a) Review 2023 Year-End Financials - Profit & Loss Statement and Balance Sheet were reviewed and discussed.

(b) Authorize 2023 Federal Income Tax Preparation - The following motion was made by Cathi Galpin and seconded by Rob Durrett:

Approve sending 2023 Year-End Financials to Carr, Riggs and Ingram for the preparation of our 2023 Federal Income Tax return.

The motion was approved unanimously.

Unfinished Business

(a) Status on Crape Myrtle/Sod Replacements and Beach Access Removal– Update on status was provided by Jeff Robinson

(b) Estimates for Common Area Fence Replacements Along Scenic Hwy 98- The Bid Analysis Sheet was reviewed showing the four bids obtained so far. One more bid is pending. All bids will be reviewed and the awarding of the contract for the fence replacement work will be made at the next Board meeting.

Action Item: *Jeff Robinson will send draft of the Contract for fence work to the Directors for their review and comments.*

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New Business

(a) Establish Location, Date and Time for 2024 Annual Membership Meeting– It was agreed to schedule the 2024 Annual Membership Meeting for Saturday, April 27, 2024 at 3:00 pm. The location of the meeting will be determined at the next Board Meeting.

Action Item: For the next Board Meeting, Directors and Jeff Robinson were asked to:

(1) prepare ideas for how to improve attendance and participation at our Annual Membership Meeting.

(2) develop opinions on where the Annual Membership Meeting will be held

(b) Schedule Date and Time for Follow-up Property Inspection – It was agreed to schedule the Follow-up Property Inspection for 1:00 pm on Monday, February 12, with an inclement weather date on Tuesday, February 13.

(c) Discuss Revisions to ARC Manual – The following items were suggested for revisions to our Architectural Planning Criteria and Construction Rules manual:

City of Destin Permit approval required before construction can start
Add statement that any paving or structures being placed in the set-backs of a property must be approved by the City of Destin (ref Section 2.4)
Revise roof material specifications to require Metal Roofs instead of Standing Seam Metal Roofs (ref Section 2.10)

Action Item: Jeff Robinson will prepare proposed language for inclusion into the ARC Manual for approval at the next Board Meeting.

(d) Discuss Revisions to Rules Manual – The following items were suggested for revisions to our Rules and Rules Enforcement manual:

Add "no parking on landscape grass or landscaping" to the parking rules section of the Neighborhood Rules Sheet

Action Item: Jeff Robinson will prepare proposed language for inclusion into the Rules Manual for approval at the next Board Meeting.

Future Agenda Items:

1. Scenic Hwy 98 Common Area Perimeter Fence Replacement bids (Feb)
2. Approve Letters to Owners on Suspension of Amenity Use & Voting Rights (Mar)
3. Approve revisions to ARC manual (Feb)
4. Approve revisions to Rules Manual (Feb)
5. Determine Location of Annual Membership Meeting
6. Establish Meeting Agenda with Ideas and Strategy to Improve Owner Attendance and Participation. (Feb)

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Establish Next Meeting Date and Time – Wednesday, February 7, 2024, 3:00 pm

Adjournment – A motion was made by Gail Walker and seconded by Rob Durrett to adjourn. The motion was approved unanimously. The meeting adjourned at 4:25 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