

# MATANZAS SHORES OWNERS' ASSOCIATION, INC.

## Minutes to the Meeting of the Board of Directors October 26, 2018

- **Call to Order:** Karen called the meeting to order at 1:00 PM
- **Proof of Notice:** Agenda was properly posted
- **Establish a Quorum:** Directors present were Karen Hegarty, Lynn Frazey, Ron Wilson and George Guiliano. A quorum of the Board was established. Also, in attendance was Brit Masters representing Leland Management.

Ken Atlee, owner of Surfview at Matanzas parcel, asked to speak prior to the MSOA meeting. Mr. Atlee had obtained an approval from the DEP to create (2) footpaths approximately 3 ft wide through MSOA conservation area to the beach. He requested approval from the MSOA Board of Directors. Karen motioned a pending approval (2) footpaths no more than 3 ft wide through MSOA property, upon receiving legal documentation indicating liability and responsibility of footpaths to Surfview at Matanzas. Ron seconded the motion. After discussion all were in favor and the motion passed.

### Reports:

#### **Approval of the minutes of 08/15/18 Special Mtg & 09/28/18 (MSOA Board Mtg & Organizational Mtg):**

Karen motioned to accept the 08/15/18 meeting minutes with the change from "original development agreement" to "10/31/16 agreement". Lynn seconded the motion. All were in favor and the motion passed.

Karen motioned to accept the minutes as read for the 09/28/18 MSOA Board Mtg minutes and the Organization Mtg minutes with one change from "Karen nominated George as Treasurer" to "Karen nominated Ron as Treasurer". Ron seconded the motion. All were in favor and motion passed.

**Financial Report:** Ron stated that for the WWTP at the close of September there was \$20,730.61 in the Operating Account and \$922,602.87 in the Reserve Accounts. There are \$10,644.32 in receivable assessments and \$52,775.89 in prepaid assessments. For the North Tract, at the close of September there was \$105,437.13 in the Operating Account and \$1,011,617.19 in reserves. There are \$10,343 in receivables and \$59,416 in prepaid assessments.

- **WWTP Report:** Karen gave a detailed report of the status of the WWTP (see September 2018 WWTP Report). There were two estimates for approval. Karen motioned to accept proposal # 90349 from Environmental Control Systems (ECS) for labor and materials in the amount of \$4,826 to pump out and service the air release valves (along A1A) and replace rusted out saddles and valves. Ron seconded the motion and all were in favor. Karen motioned to approve proposal #9319 from Biometrics for materials and labor to replace the #1 VFD conversion drive on pump1 at the South Sea Colony lift station in the amount of \$2,854.00. George seconded and with all in favor the motion passed.

**Access Control:** Karen gave the report on behalf of Dan L. She mentioned that Dan was reviewing all aspects of security and access control currently in place. He will be looking at policies, procedures, and the mechanics of the camera and gate systems to put together a plan for addressing current and future needs.

**Landscape:** Karen reviewed the Landscape Report (see September 2018 Landscape Report). There were two estimates from Landcare for new plantings and pinestraw. After board discussion these items were tabled. Regarding littoral zone clearing, Karen stated MSOA contacted Clear Waters (MSOA's lake maintenance company) to inquire about plant removal procedures for the most effective way to accomplish this without harming the eco system. She mentioned that the littoral zones would be inspected soon and applicable owners would be notified prior to the inspection. A schedule plan would be established once the scope of work was provided by the contractor and respective owners would be notified as to when work would take place in their immediate area.

**Maintenance Report:** Karen reviewed the Maintenance Report (see September 2018 Maintenance Report). There were four estimates for consideration. Karen motioned to approve estimate #2210 from Proscapes for replenishing shell material and grading of the Boat Club Road in the amount of \$5,500. Ron seconded the motion. All were in favor and the motion passed. Karen motioned to approve \$3,811.29 for the completion of the Beach Club restrooms which included new countertops, sinks, faucets, lighting, plantation shutters, soap dispensers and a feature wall for the ladies' room. Lynn seconded and with all in favor, the motion passed. Karen motioned to accept a proposal from Mr. Pressure Washer in the amount of \$3,300 to soft wash all the Beach Club building exteriors and roofs, and to power wash the sidewalks surrounding the Beach Club. Ron seconded her motion. All were in favor and the motion passed. There was board discussion regarding repairs to the entrance wall that had been knocked over from the vehicle accident in September. This item was tabled pending more discussion with MSOA's insurance provider.

**Amenities Report:** Ron stated that he is heading up a small group to perform an evaluation of the current amenities and how they can be improved upon to serve the growing MSOA community. Also, his group will be looking future amenities such as style and placement of the additional pool financed by the developer, and other features, services or facilities, i.e., pickleball courts, etc. made possible with the added income of new owner assessments. He explained that we need to look at the whole concept of what we have, what we want and what we can afford, keep in mind that this is looking at long-term projects.

**Marketable Record Title Act Project Update:** Lynn clarified the Marketable Record Title Act (MRTA). Florida homeowner and condominium associations' governing documents (declaration, bylaws and articles of association) are critical for maintaining order and enforcing rules and regulations. These governing documents are recorded in the public records of the county where the association community resides. The purpose of recording these documents is to provide notice to all interested parties. If these governing documents ceased to exist by operation of law, the association would be in grave danger. Therefore, it is imperative that homeowner and condominium associations take all necessary steps to preserve their governing documents. He mentioned that he met with Yvette and Ron to review North Tract's documents. They agreed with MSOA's attorney recommendation to preserve the documents as they are now before expiration next year which would give more time to review for any possible changes to the documents for the future.

**President's Report:** Karen's written report as follows, 'The first month for the 2018-2019 board was spent continuing the work that was already in process, and getting organized by establishing our areas of responsibility as we each planned the approach, we'll take to address the challenges and opportunities we have in front of us for the next year, including those things you heard discussed in the meeting:

- The Marketable Record Title Act. (Lynn)
- Looking at the policies and procedures, physical resources, technologies and other requirements of a comprehensive Access and Security Program. (Dan)
- Taking a broad view of what our amenities should be and how we get there. (Ronnie)
- Revamping our kayak policies to provide clarity and equity. (Ronnie)
- Considering the overall infrastructure supporting the WWTP and storm water drainage.

(Karen) My focus will be primarily on the day-to-day work of Landscaping and Maintenance and reporting on WWTP activities. Other board members will have responsibility for the longer-term projects and opportunities within our changing community. We spent a lot of time in the budget process for the 2019 year to try to consider what we need to do this year and included the additional money received from the sale of Las Casitas and the funds from the WWTP tap fees. We need to be cognizant of that in all our spending this year knowing that we need to consider how to make up that money for the 2020 budget.

In other updates:

Updated 11/2 - The perc pond expansion project is winding down. Fences up, sod is being laid, the bike path has been rebuilt, but remains closed until repairs are made to a broken section.

Corrections were made to the weir slot elevation. The pipe will be corrected between Dec 1st and Jan1st. The San Jose/San Juan intersection will be closed while that work is being done.'

#### **New Business:**

**Surfview @ Matanzas (SAM):** SAM owner, Ken Atlee, presented a request prior to the beginning of the MSOA meeting.

**Gazebo Furniture:** Karen motioned to approve the purchase of (3) bistro sets @ \$276 each and (2) sets of (2) chairs @ at \$176 each. With a second from Ron and all in favor, the motion passed.

**Kayak Racks:** Ron talked about the need for additional kayak racks and the fact that the policies and rules needed to be reviewed and revamped. The board discussed issues such as approaching the county for permission to use more preserve land, whether MSOA needed permits, better design, etc. Ron agreed to meet with the county officials to discuss these issues. He will report his findings at the next meeting.

**Maintenance Assistant:** Karen stated that a maintenance assistant had been budgeted for next year to help Frank and also learn from him and when Frank decided to retire there would be someone in place. The board had been given a copy of the job description. Lynn suggested one change, to move one of the less appealing aspects of the job to the bottom and Karen agreed.

**Adjournment:** With no further business to discuss a motion was made by Karen, seconded by Lynn to adjourn at 3:37 PM. All were in favor.

Brit Masters  
MSOA Management