

Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

Minutes of Board of Directors Meeting – January 27, 2021

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 on January 25 in compliance with FS 720.

Roll Call

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

Directors Absent:

Others Present: Jeff Robinson-Association Manager, Steven Ragan-Griffon Security

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

Approval of Previous Meeting Minutes – A motion was made by Rob Durrett and seconded by Gail Walker to approve the Minutes of the December 2 Board Meeting. The motion was approved unanimously.

Financial Report – The December 31 Profit & Loss Statement, Balance Sheet and Reserve Fund Transactions were presented, reviewed and discussed.

(a) Income Tax Returns Preparation - The following motion was made by Cathy Galpin and seconded by Pete Maguire:

Engage Carr, Riggs & Ingram CPA to prepare our 2020 Income Tax Returns.

The motion was approved unanimously.

Unfinished Business

(a) Update of Legal Actions at 4494 Ocean View Drive – Jeff Robinson reviewed the legal status and construction status so far.

Action Item: *Jeff Robinson will take periodic progress photos of the construction site at 4494 Ocean View Drive.*

(b) Review of Unpaid Fines – Jeff Robinson discussed the status of the unpaid fines.

Action Item: *Jeff Robinson will make contact with remaining property owners and/or rental management companies that have not paid their fines.*

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(c) Develop Plan for Pool Area Improvements for 2021 – Needs and priorities on the items identified for improvements at our Pool House were discussed.

Action Item: Jeff Robinson will revise the Project List to reflect the priorities and needs discussed.

Action Item: Jeff Robinson will contact Jeff Ivanoff to start work on the number one priority item, the Equipment Bay Upgrade.

Action Item: Jeff Robinson will investigate why the exterior light above the Women's Restroom door is not working and get it repaired or replaced.

New Business

(a) Date/Time/Place for 2021 Annual Membership Meeting - The following motion was made by Gail Walker and seconded by Rob Durrett:

Establish 3:00 pm Saturday, May 1, 2021 as the time and date for the 2021 Annual Membership Meeting. Location to be determined later.

The motion was approved unanimously.

Action Item: Jeff Robinson will contact Owners of vacant lots at 4448 and 4471 Ocean View Drive to request permission to use their lot for the Annual Membership Meeting location.

(b) Security Program & Procedures with Griffon Security - Steven Ragan joined the meeting at 3:30 to discuss his Security Program and Procedures with the Directors.

Action Item: Jeff Robinson will send the 2021 Rules and Rules Enforcement Manual to Steven Ragan for his reference in helping to control parking violations, noise/disturbances, Spring Break issues and other rule violation incidents.

(c) Approve MRTA Extension. The following motion was made by Rob Durrett and seconded by Cathi Galpin:

The Board of Directors of Crystal Shores Owner's Association, Inc. approves the filing of the "Summary Notice of Crystal Shores Owner's Association, Inc.'s Preservation of Declaration of Covenants, Conditions and Restrictions" pursuant to Florida Statute 720.3032 and has authorized Pete Maguire to execute the Summary Notice on behalf of Crystal Shores Owner's Association, Inc.

The motion was approved unanimously.

Action Item: Jeff Robinson and Pete Maguire will go to our Attorney's office to get the Summary Notice witnessed and notarized on Wednesday, February 3 at 9:00 am.

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(d) ARC Manual Review for Revision – The addition of a tile option on porch floors was discussed for possible revision to the manual. However, this item was not considered significant enough to revise manual at this time. Jeff Robinson will keep a list of items for possible ARC Manual revisions and tile floor item will be put on that list for future revisions.

Set Time, Date and Place of Next Board Meeting –3:00 pm, Wednesday, February 24

Future Agenda Items:

1. Status of legal actions at 4494 Ocean View Drive. (February)
2. Monitor Progress of Pool Area Improvements for 2021. (February)
3. Discuss Unpaid Fines and Strategy to Achieve Better Rules Compliance (February)
4. Managing Unauthorized Exterior Modifications (February)
5. Plans for 2021 Annual Membership Meeting (February)
6. Develop Plan of Action for Owner Vote on Covenant Extension in 2021 (June-July)

Adjournment – A motion was made by Gail Walker and seconded by Rob Durrett to adjourn. The motion was approved unanimously. The meeting adjourned at 4:34 pm

Minutes Recorded and Submitted by:



Jeffrey E. Robinson, Association Manager