

Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

Minutes of Board of Directors Meeting – December 2 2020

Call to Order – Meeting called to order by President Gail Walker at 3:00 pm at 311 Tequesta Drive, Destin, Florida.

Proof of Notice – Board Meeting Notice was posted on the Community Bulletin Board on November 18 in compliance with FS 720, which requires a 14-Day Notice for any Board Meeting where revised rules or new rules are approved.

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.

Approval of Previous Meeting Minutes – A motion was made by Rob Durrett and seconded by Keith Poch to approve the Minutes of the October 28 Board Meeting. The motion was approved unanimously.

Financial Report – The November 30 Profit & Loss Statement and Balance Sheet were presented and discussed.

(a) 2021 Operating Budget - The following motion was made by Pete Maguire and seconded by Rob Durrett:

Approve the 2021 Operating Budget as amended.

The motion was approved unanimously.

(b) 2021 Reserve Fund Budget - The following motion was made by Gail Walker and seconded by Cathi Galpin:

Approve the 2021 Reserve Fund Budget as presented.

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. No action taken.

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(b) 2021 Rules and Rules Enforcement Manual – The following motion was made by Keith Poch and seconded by Pete Maguire:

Approve the 2021 Rules and Rules Enforcement Manual as presented.

The motion was approved unanimously.

(c) Review Decision to Cancel Fall Pine Straw Application – The following motion was made by Gail Walker and seconded by Cathi Galpin:

Approve the installation of pine straw for the planting beds at the East and West Entrance roads only.

The motion was approved unanimously.

New Business

(a) Authorize Fine Payment Request Letters to Owners with Unpaid Fines - The following motion was made by Cathi Galpin and seconded by Keith Poch:

Authorize Jeff Robinson to send Fine Payment Letters to Owners with Unpaid Fines for 2019 and 2020.

The motion was approved unanimously.

Action Item: *Jeff Robinson will add stronger language in the Payment Letters to request Owners to pay fines*

(b) Develop Plan for Further Pool Area Improvements in 2021- The list of suggested projects was reviewed and discussed.

Action Item: *Jeff Robinson will solicit quotes on the items on the list of suggested projects for the Pool Area.*

(c) Develop Plan for Owner Vote on Covenant Re-Certification. The prior plan implemented in 2011 for the Re-certification Vote in 2012 was reviewed and discussed. There was general agreement to follow the same implementation plan in 2021 for recertification of the Covenants for January 1, 2022.

(d) Establish Date for 2021 Annual Property Inspection – Discussion on possible dates was held.

Action Item: *Jeff Robinson to schedule 2021 Annual Property Inspection for a date in the first two weeks of January.*

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(e) Action Items by Jeff Robinson:

1. *Follow-up with Dogwood on health condition of Camelias at East Entrance Sign.*
2. *Request that Exquisite Pools clean up Equipment Bay area at Pool House and remove any trash or unused material.*
3. *Inform Owner of 4512 Ocean View Drive that her Tenant can keep one golf cart for his person use.*

Set Time, Date and Place of Next Board Meeting – Wednesday, January 30 at 3 pm

Future Agenda Items:

1. Status of legal actions at 4494 Ocean View Drive. (January)
2. Establish Date, Time, Place and Format for 2021 Annual Membership Meeting (January)
3. Evaluate, Plan and Budget for Further Pool Area Improvements for 2021. (January, February)
4. Managing Unauthorized Exterior Modifications (February)
5. 2021 ARC Manual Review, Revisions and Approval (January, February, March)

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:



Jeffrey E. Robinson, Association Manager