

# Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

## **Minutes of Board of Directors Meeting – December 1, 2021**

**Call to Order** – Meeting called to order by President Gail Walker at 3:05 pm at 311 Tequesta Drive, Destin, Florida.

**Proof of Notice** – Board Meeting Notice was posted on the Community Bulletin Board on November 29 in compliance with FS 720.

### **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 Gail Walker to approve the Minutes of the October 13 Board Meeting. The motion was approved unanimously.

**Financial Report** – The October 31 Profit & Loss Statement and Balance Sheet were reviewed and discussed.

**(a) Approve Reserve Fund Contribution at Year-End** - The following motion was made by Gail Walker and seconded by Rob Durrett:

*Approve allocating \$25,000 as the 2021 Reserve Fund Contribution at year-end.*

The motion was approved unanimously.

### **Unfinished Business**

**(a) Status of Construction at 4494 Ocean View Drive** – Jeff Robinson briefly reviewed progress to date on construction and discussed Construction Activity Log. Also, status of a meeting between Owner, Contractor and Jeff Robinson to discuss future schedule and target completion date.

**(b) Pool Area Improvements** – Discussed timing of installing rock on east side of pool deck and adding surveillance camera(s) for the Pool Area.

### **New Business**

**(a) Discuss Revisions to Rule & Rules Enforcement Manual-** No action taken

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**(b) Discuss Revisions to ARC Manual** – Action Items on the suggestions for the ARC Manual revisions are as follow:

1. JER - Better definition on painting railings and porch posts. Insert language “strongly encourage that pastel paint colors be used for trim, doors, shutters, railings and porch posts”. Look at revising/simplifying trim/door color chart for easier understanding.
2. JER - Add language to Section 2.24 stating that any temporary or permanent backyard shed must have the same architectural features and color as the main house
3. KP/JER - modify language in Sect 2.16 and Exhibit F to better define screens (or privacy screens) and fences. Also, define where privacy screens and fences can be added and screen/fence heights allowed for different uses. Send Keith Poch a MSWord file of the ARC manual for ease of editing revised language.
4. JER - Consider referring to “grandfathering” older architectural features, structures and fences that don’t conform to new ARC rules in Notes section on Page 3 (may need legal advice on this – can we enforce?)
5. JER – Add a rule in Construction Rules for projects requiring a Construction Deposit \$2,000 or more that the Owner/Contractor supply CSOA a construction schedule and target completion date and require the Owner/Contractor to update us on any schedule/completion date changes. Failure to supply initial schedule/target completion date before construction begins will cause a \$150 fine to be levied and deducted from the Construction Deposit. Failure to notify a change of target completion date will also elicit a \$150 to be levied and deducted from the Construction Deposit. (may need legal advice on this)
6. JER – Add language to restrict new “big box” houses. Ask City Planners if we have authority to limit house size.
7. JER – On Form 6, add a clause and fill-in blank for Contractor to provide “estimated time, in weeks, to complete project once the construction is started”.

**(c) Bonus for Association Manager** -The following motion was made by Gail Walker and seconded by Keith Poch:

*Award Jeff Robinson, Association Manager, a \$500 Bonus for 2021.*

The motion was approved unanimously.

**(d) Other Action Items by Jeff Robinson:**

1. Add Parking Rule stickers on fence posts at driveways where they are missing.
2. Add Garbage Rule stickers and house numbers on all Garbage Containers
3. Investigate if 4475 Ocean View Drive has removed the 3<sup>rd</sup> Garbage Container
4. Address weeds and overgrown vegetation at 4494 Ocean View Drive
5. Address vines and overgrown vegetation at 4492 Ocean View Drive with Rental Property Manager
6. Have Josh Bain inspect and repair loose/missing fence pickets on a monthly schedule
7. Have Josh Bain do a cleaning or light power wash of the East Entrance sign

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**Establish Time and Date of Next Board Meeting** – Wednesday, January 12, 2022

**Future Agenda Items:**

1. Status of legal actions at 4494 Ocean View Drive. (on going)
2. Plan for Further Pool Area Improvements for 2022. (on going)
3. Consider and approve additions/revisions to ARC Manual (Jan – Feb)

**Adjournment** – Meeting was adjourned at 4:05 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, stylized "J" and "R".

**Jeffrey E. Robinson, Association Manager**