

Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

Minutes of Board of Directors Meeting – January 12, 2022

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 January 6 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.

Approval of Previous Meeting Minutes – A motion was made by Rob Durrett and seconded by Keith Poch to approve the Minutes of the December 1 Board Meeting. The motion was approved unanimously.

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

(a) Approve Release of Financials to Accountant- The following motion was made by Gail Walker and seconded by Rob Durrett:

Approve submitting our 2021 Year-end Financials to our Accountant, Carr, Riggs and Ingram for the preparation of our 2021 Income Taxes.

The motion was approved unanimously.

Action Item:

(b) Windstorm Insurance –The following motion was made by Gail Walker and seconded by Pete Maguire:

Pursue obtaining a Citizens Insurance Windstorm Policy through Norton Insurance.

The motion was approved unanimously.

Unfinished Business

(a) Status of Construction at 4494 Ocean View Drive – Jeff Robinson reviewed progress to date on construction and efforts by Malamos to get his Contractor committed to start and completion target dates. Also, discussed legal strategy if work does not start soon.

Action Item: *Jeff Robinson will prepare a letter to Malamos stating our concern about the new construction schedule being unacceptable to us and informing Malamos of the*

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consequences to him if his stated construction schedule is not met and/or if construction work stops for an extended period of time. This letter will be reviewed by the Directors before it is sent to Malamos via Certified Letter, regular US Mail and hand delivery by the Association Manager.

(b) Pool Area Improvements – Rock on east side of pool deck has been installed. Jeff Robinson will get proposals from Ring and Simplisafe for the cost of surveillance cameras for the Pool Area. Also, Poolhouse roof painting quotes are being solicited.

New Business

(a) Discuss Revisions to Rule & Rules Enforcement Manual- The proposed Rules & Rules Enforcement revisions/additions were discussed.

Action Item: Jeff Robinson will prepare final draft for Approval by the Board of Directors at our next Board Meeting

(b) Discuss Revisions to ARC Manual –The revisions/additions to ARC Manual were discussed.

Action Item: Jeff Robinson add the requirement to fill in the Contractors State License Number on Form 6.

Action Item: Jeff Robinson will prepare final draft for Approval by the Board of Directors at our next Board Meeting

(c) Schedule 2022 Annual Property Inspection - The following motion was made by Gail Walker and seconded by Rob Durrett:

Establish 2022 Annual Property Inspection for Wednesday, February 2 at 1:00 pm with Directors Walker and Poch participating

The motion was approved unanimously

(d) Set Date/Time for 2022 Annual Membership Meeting - The following motion was made by Gail Walker and seconded by Rob Durrett:

Establish 2022 Annual Membership Meeting for Saturday, April 30 at 3:00 pm.

The motion was approved unanimously

Set Time, Date and Place of Next Board Meeting – Wednesday, February 16 at 3:00 pm.

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Future Agenda Items:

1. Status of Construction at 4494 Ocean View Drive. (on-going)
2. Plan/approve Pool Area Improvements for 2022. (on-going)
3. Approve additions/revisions to ARC Manual (Feb)
4. Approve additions/reviews to Rules and Rules Enforcement Manual (Feb)
5. Establish Nominating Committee (Feb)

Adjournment – A motion was made by Gail Walker and seconded by Rob Durrett to adjourn. The motion was approved unanimously. The meeting adjourned at 4:12 pm

Minutes Recorded and Submitted by:



Jeffrey E. Robinson, Association Manager