

# Crystal Shores Owner's Association

P.O. Box 9005

Miramar Beach, FL 32550

## **Minutes of Board of Directors Meeting - February 7, 2024**

**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 January 24 in compliance with FS 720 and our Governing Documents requiring a 14-day notice for a Board Meeting when rules will be approved or revised

### **Roll Call**

Directors Present: Gail Walker, Cathi Galpin, Rob Durrett - all via Video Conference

Directors Absent: Pete Maguire, Keith Poch

Others Present: Jeff Robinson, Association Manager

**Establishment of Quorum** – With three Board members present, a quorum was established according to and in compliance with Florida Statute 720 and our Governing Documents.

**Approval of Previous Meeting Minutes** – A motion was made by Rob Durrett and seconded by Gail Walker to approve the Minutes of the January 17 Board Meeting. The motion was approved unanimously.

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

### **Unfinished Business**

**(a) Status of Beach Access Removal**– Permit should be available on Fri, February 9.

**(b) Estimates for Common Area Fence Replacements Along Scenic Hwy 98**- The following motion was made by Rob Durrett and seconded by Gail Walker:

*Accept the bid from Rad Czaban/RC Maintenance Co for the Common Area Fence Replacements Along Scenic Hwy 98.*

The motion was approved unanimously.

*Action Item: Jeff Robinson will work with Rad Czaban to prepare and insert the commercial items, such as compensation, progress payments, schedules, into the Agreement and secure the signature on the Agreement before work will be authorized.*

## Crystal Shores Owner's Association

P.O. Box 9005  
Miramar Beach, FL 32550

**(c) Finalize Location for 2024 Annual Membership Meeting**– The following motion was made by Cathi Galpin and seconded by Rob Durrett:

*Use our Crystal Shores Pool Area for the location of the 2024 Annual Membership Meeting on Saturday, April 27, 2024 at 3:00 pm and use Rob Durrett's Garage area for a contingency location in case of inclement weather.*

The motion was approved unanimously.

*Action Item:* Jeff Robinson will contact a supplier to obtain chairs and tables for the meeting.

**(d) Develop Strategy for Improved Membership Meeting Attendance** – Suggestions for improved attendance/participation at Membership Meeting were made as follows:

Hold a discussion among the Owner's present to share information on resources, contractors, services and rental management companies

Develop letter for the first meeting notice which emphasizes that meeting will have an information sharing between Owners and the Social will be a way to get to know the other Owners. This letter will be sent to Directors for their input on its content.

### **New Business**

**(a) Approve Rule Revisions to the ARC Manual** - The following motion was made by Rob Durrett and seconded by Gail Walker:

*Approve the rule revisions as presented for the Architectural Planning Criteria and Construction Rules manual*

The motion was approved unanimously.

**(b) Approve Revisions to Rules and Rules Enforcement Manual** – The following motion was made by Gail Walker and seconded by Cathi Galpin:

*Approve the rule revisions as presented for the Rules and Rules Enforcement Manual*

The motion was approved unanimously.

### **Future Agenda Items:**

1. Appoint Nomination Committee (Mar)
2. Approve Estoppels Policy for Robinson Management & Consulting as Required by FL Statute. (Mar)
3. Approve Letters to Owners on Suspension of Amenity Use & Voting Rights (Mar)
4. Develop Agenda Items for 2024 Annual Membership Meeting (Mar)

**Crystal Shores Owner's Association**

P.O. Box 9005

Miramar Beach, FL 32550

**Establish Next Meeting Date and Time** – Wednesday, March 13, 2024, 3:00 pm

**Adjournment** – A motion was made by Gail Walker and seconded by Cathi Galpin to adjourn. The motion was approved unanimously. The meeting adjourned at 3:52 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, flowing style.

**Jeffrey E. Robinson, Association Manager**