Sand Bay Homeowners Association, Inc.
Special Board of Directors Meeting Minutes
June 1st, 2022 @ 6:00 p.m.
Location: 3137 Shipwatch Drive

In Person Attendance:

Austin Smith

Rene’ Griesmer

Aurelia Miller

Pat Riley

Gary Malfa

Alen Bradavic (HOA Member)

Call Meeting to Order 6:00 p.m.- Motion to call meeting to order at 6:31 pm by R. Griesmer, seconded by A. Miller, all in favor, none opposed.

1. Welcome – Completed by R. Griesmer.
2. 2022/2023 Annual Meeting Minutes-Approve- Motion to approve by R. Griesmer, seconded by P. Riley, all in favor, none opposed.
3. Treasurer Report
	1. 2022/2023 Budget- included in handouts, no discussion
	2. May 2022 Month End Profit & Loss Budget Performance Report- Motion to approve by A. Miller, seconded by P. Riley, all in favor, none opposed.
	3. 2022/2023 Invoices Mailed/E-Mailed 5.20.2022- Reviewed by R. Griesmer, some annual dues payments have already been received. R. Griesmer contacted Sheptak CPA and was referred to contact the family’s son for submission of dues. Open Door paid $375 for Lot 4 based off previous year’s annual dues fees. New dues amount provided to Open Door.
4. President Report
	1. Outstanding Tasks for New Board
		1. Schedule date/time for prior president, prior vice-president, treasurer and new president to go to bank and add/remove signature(s) on checking/savings accounts- Reviewed by R. Griesmer, the required members will share availability in email or group chat in order to schedule.
		2. Update State of Florida Filing with new board members- Reviewed by R. Griesmer, will remain an open item until completed.
		3. Method of transfer of files to new president- Reviewed by R. Griesmer, will remain an open item until completed.
		4. Communication to community with annual meeting summary- Reviewed by R. Griesmer, P. Riley to draft the communication.
		5. Process to re-instate lot owners who dropped off (Lots 23, 44)- Reviewed by R. Griesmer, will remain an open item for further discussion at next meeting.
		6. Deed restriction violations- Reviewed by R. Griesmer, no violations at current time.
		7. Guardhouse
			1. Repair- Reviewed by R. Griesmer, will remain an open item for further discussion at next meeting.
		8. Pond – Shipwatch Drive
			1. Contact Glenn Zimmerman to inquire about 10-warranty on pond work completed in 2016- Reviewed by R. Griesmer, will remain an open item until completed.
			2. Pond drainage- Reviewed by R. Griesmer, discussed the need to contact civil engineering, will remain an open item for further discussion at next meeting. G. Malfa stated that he called Swift Mud, Sam with Pristine Ponds, and DEP re: the pond on Shipwatch as it relates to spillway and drainage concerns. G. Malfa to provide the contact information for the persons he spoke with. G. Malfa to provide the contact information for the company that did the previous spillway work in order to discuss warranty information.
		9. Fence
			1. 75/25 Agreement
				1. New amendment- Reviewed by R. Griesmer, will remain an open item for further discussion at next meeting.
				2. Repairs, other- Reviewed by R. Griesmer, will remain an open item for further discussion at next meeting.
		10. Sand Bay Cul-de-sac Improvement- Reviewed by R. Griesmer, discussed potential next phase of landscaping improvement, will remain an open item for further discussion at next meeting.
		11. Location of Storing Files (Paper Documents)- Reviewed by R. Griesmer, A. Miller to work on gathering quotes for climate-controlled storage, will remain an open item for further discussion at next meeting.
5. Board Member Positions
	1. President-Elect/Vote- Motion to approve A. Smith by R. Griesmer, seconded by P. Riley, all in favor, none opposed.
	2. Vice-President- Motion to approve A. Miller by P. Riley, seconded by A. Smith, all in favor, none opposed.
	3. Secretary- Motion to approve P. Riley by R. Griesmer, seconded by A. Smith, all in favor, none opposed.
	4. Member-At Large- Motion to approve G. Malfa by A. Miller, seconded by R. Griesmer, all in favor, none opposed.
	5. Treasurer - Rene’ Griesmer- Motion to approve R. Griesmer by A. Miller, seconded by A. Smith, all in favor, none opposed.
6. Additional Discussion/Comments- Gary Malfa gave verbal resignation from his position on the Board Of Directors. A. Smith discussed the need to have further discussions re: the revitalization of the HOA documents which led to two lots being “dropped” from the HOA. A. Smith discussed potentially using the next landscape improvement funds to place a fountain in the pond on Shipwatch that may help in getting rid of the excessive algae, requested that A. Smith bring these ideas to the next meeting. Alen Bradavic in attendance as he would like to volunteer for the Board Of Directors. A. Smith to contact A. Bradavic prior to our next meeting to discuss process.
7. Schedule Next BOD meeting- June 13th at 5:30pm.
8. Adjourn Meeting- Motion to adjourn meeting at 7:23p by R. Griesmer, seconded by P. Riley, all in favor, none opposed.