



**Key West Golf Club Homeowner's Association, Inc.**  
**Regular Meeting of the Board of Directors**  
74 Golf Club Dr, Key West, FL 33040 and via Zoom  
6:15 PM, Monday, May 20, 2024  
**MINUTES**

**Attendees:**

Robin Mitchell, Board President, Chairperson  
Guy Gross, Board Vice President  
Sandra Swan, Board Treasurer  
Thomas Siburg, Board Secretary  
Derrick Rende, Board At-Large Officer (arrived about 7:15 PM, due to conflicts)  
5 Association Member, In Person  
8 Association Members, Via Zoom  
Pat Labrada, Community Association Company ("CAC"), HOA Property Manager  
Laurie McChesney, CAC, Director  
Todd Brangers, CAC Employee, HOA Office Assistant

**Purpose:** Conduct business as properly brought before the Board of Directors.

**1. Call to Order**

Meeting called to order at 6:15 PM by Chairperson, Robin Mitchell.

**2. Determination of Quorum**

Quorum determined.

3 out of 5 Board of Directors required. 4 out of 5 present. (Derrick absent for first portion of meeting, joined about 7:15 PM.)

**3. Proof of Notice of Meeting**

Notice provided, verified by Property Manager, Pat Labrada.

**4. Approval of Agenda**

Agenda approved.

**5. Approval of Minutes**

- a. Regular Meeting – 4/15/2024
- b. Closed Special Meeting – 4/29/2024
- c. Closed Special Meeting – 5/15/2024

*Motion by Robin Mitchell:* To approve the minutes from the three meetings.

*Seconded by Sandra Swan.*

*Carried (Approved):* Unanimous.

**6. HOA Reports**

a. Officers

i. President's Report

Actively reviewing contract; Met with Legal (Rogel, Esq.); Board reviewed contract; Board session with CAC discussed expectations; Contract being revised with few modifications through Laurie. • Community is accomplishing a lot since the beginning.  
• Tree issues in progress.

- ii. Vice-President's Report
  - Coconut / palm tree trimming time; Good time to be on top of trimming; In-house can reach about 19-ft up, then must call company with truck/lift; Consider purchase own truck/lift to service our own coconut / palm trees, must review insurance requirements; Taking even 25% off from third party will be huge savings for HOA; Scissor lift is not an option, due to uneven grounds. • Trash removal still an ongoing issue; 156 GCD has garbage and dryer boxes out for days; Unknown if in communication with bulk pickup.
  - Sanctuary dog attack issue; Specific dogs and residents now gone for season; Unknown if installed upgraded fence / gate and lock system as requested by Board for Management to handle; Dogs still have not been registered; Police report has been filed.
- iii. Secretary's Report
  - Presented summary of report on original development approvals between City, developer, and HOA; Report posted online; In addition to other requirements, City requires children's play area, however HOA removed playground due to 2021 HOA homeowner survey results; Survey results do not exempt HOA from fulfilling City requirements, however City unlikely to take action; Possible other grassy areas could be used as play areas.
- iv. Treasurer's Report
  - Open dialogue with CAC about financial records; on track and moving forward. • Cash in the operating and reserves is \$614,081 (up \$45K over last month). • 2 homeowners are past due on 1st special assessment; 3 homeowners are over 90 days past due on dues; Finance Committee is making efforts to collect before lien status. • Committee is reconciling lift station costs to determine exactly where and how funds were spent.
  - Reviewed drafted audit report. • At next Finance Committee meeting will discuss where funds are short and determine capacity of reserves.
- b. Committees – Reports moved to be discussed during Committee recommendations of New Business (see below).
- c. Management
  - Paving & Parking – Received quotes to pave Spoonbill to Sanctuary, to continue off where was unfinished, was delayed due to lift station work; 1) General Asphalt – segment to asphalt not big enough area to provide quote, 2) Affordable Asphalt – HOA hired for other sections previously – i) Mill and Paving = \$115K, or ii) Overlay = \$57,810 + \$510 permit costs. • Stenciling on ground parking designations, such as “Resident” or “Visitor” - \$25-30 per space; With own stencil can be done for less or even by volunteers.
  - Discussion: Treasurer to review reserve budget capacity; Previous paving work was “mill and paving” of other sections; Budgetted \$97K for paving work. • Fire hydrant on GCD may not be allowed to have parking space next to it. • Consider altering size of parking spaces to get more spaces.
  - Lift Station & Sewage – Components working smoothly. • Miami-Dade no longer accepting solid sewage waste, must find new processor; To reach out to KWRU, Gary's Plumbing, FKAA to see if they can process solids, otherwise will need to truck up solid sewage further north upland.
  - Tree in Front of 77 GCD – Maintenance has begun building bridge; Recommends composite as a trial, will cost \$1.5-3x cost of regular wood; Composite may stain from tree berries, not paintable like regular wood. • Must coordinate with FKAA. • Bridging must be longer than

previously thought for ADA accessibility reasons. • Tree roots continue to push up, may need to be rebuilt years down the line or in a few years.

Discussion: Landscape & Maintenance Committee approved recommendation to build bridge over roots, and bridge be made of composite materials to not exceed \$1,400.

*Motion by Robin Mitchell:* To build composite bridge over tree roots of tree in front of 77 GCD without the \$1,400 cap.

*Seconded by Sandra Swan.*

*Carried (Approved):* Unanimous.

Golf Course Lift and Sewage – KWRU must install new manhole for Golf Course system; KWRU will coordinate traffic in and out of Sanctuary.

HOA Loss Prevention Audit – HOA Loss Prevention auditor walked grounds, determined sidewalks are a hazard to employees (let alone to others).

## 7. Unfinished Business

### a. Association Employee & Third-Party Vendor Responsibilities

Discussion: Incorporate discussion of fines & violations as part of Fines & Violations of New Business (see below). • Onus must be put on homeowner. • P&S Committee supports empowering Security Guards to enforce rules and issue citations; All vehicles, including vendors must have property documentation to come through gates.

## 8. New Business

### a. Ratify Monthly Right of First Refusal: 14 GCD, 117 GCD, 64 ML

*Motion by Robin Mitchell:* To ratify monthly right of first refusal for 14 Golf Club Drive, 117 Golf Club Drive, and 64 Merganser Lane.

*Seconded by Sandra Swan.*

*Carried (Approved):* Unanimous.

### b. Fines & Violations

Fines & violations committee was originally adopted by resolution in 2009; Committee membership further defined by resolution in 2012; Membership included 3 voting members and 1 alternate member, and must not be member or relative of Board of Directors or HOA employees. • Committee meets when there is business to discuss. • A violation notice is sent to homeowner who has 14 days to correct violation or work with HOA to resolve situation, else fine(s) incur; If homeowner disagrees with violation, then Committee meets to discuss if fine is appropriate. • A maximum of \$100 fine per violation may be imposed against homeowner due to actions of homeowner, tenant, guest or invitee; Fines per violation can accrue on a daily basis, and cannot exceed \$1,000 in aggregate per violation, unless as otherwise provided for in governing documents. • A fine of less than a \$1,000 cannot become a lien against a property. • Current Board of Directors finds need to reinstate committee, but under new name of Violation, Fining and Hearing Committee; CAC recommends resolution to reinstate committee.

*Motion by Thomas Siburg:* To reinstate by resolution the violation hearing committee as described by previously adopted resolutions under the new name Violation, Fining and Hearing Committee.

*Seconded by Guy Gross.*

Discussion: Must provide clear expectations of what the committee will do. • Must update and inform homeowners of changes. • Fines and violations are different than monies owed as part of assessments as laid out in Declaration Article 6.

*Carried (Approved):* Unanimous.

c. Drafted Minutes – Publishing

Members of HOA requested to be able to view drafted published minutes prior to approval; Common practice of many government bodies to publish drafted minutes for review. • Parking & Security Committee previously started to publish their meetings' drafted minutes.

*Motion by Guy Gross:* To publish drafted Board of Director meeting minutes online prior to their formal approval.

*Seconded by Robin Mitchell.*

Discussion: Concern about possible appearance of lack of transparency if minutes are not published in advance in a timely manner. • Drafted minutes may be published as soon as available as a courtesy for early review, not as a requirement.

*Carried (Approved):* Unanimous.

d. Architecture Review Committee Recommendations: Update Design Guidelines

Report by Chair, Katee Martineau: Presented items approved by committee, including homeowner requests, set of composite wood colors. • Management to be more involved in inspections of committee-approved work; If no word by homeowner prior, Management will follow-up at 90 days after approval for status; Management will inspect work upon completion and will provide update to committee.

i. Fence materials and washing intervals.

Recommends design guidelines be amended to allow PVC fencing materials, require power washing maintenance, and clarify PVC fence color to be shipyard white.

Discussion: Intent behind power washing is to maintain clean fencing; Clean fencing may be maintained by other forms of washing. • Intent behind allowing PVC material is to be more resistant to damage over time. • Intent behind fence color to maintain uniform looking fences; White variation of PVC material has similar white-tone to shipyard white without paint; Other fencing supporting materials (posts, braces, etc.) must be painted shipyard white, a difference may be visible right up against each other. • Clarify whether painting invalidates a warranty on the PVC material; Committee-approved PVC materials are paintable. • PVC materials are costly and an investment choice of the homeowner.

ii. Trim paint materials

Recommends design guidelines be amended to allow PVC trim material and clarify PVC trim color be shipyard white.

Discussion: Intent behind allows PVC material is to be more resistant to damage over time. • Intent behind trim color to maintain uniform looking trim.

iii. Decks and porches

Recommends design guidelines be amended to allow composite deck materials with restrictions and clarify deck, porch and rear deck roofs to be painted shipyard blue.

Discussion: Intent behind composite materials is to be resistant to damage over time. • Intent behind composite restrictions is to have uniform look and style. • Intent behind porch, deck and rear deck roof color is to have uniform looking roofs.

*Motion by Guy Gross:* To approve the recommended amendments, except the requirement to power wash the fencing and instead allow other forms fence washing, to the Design Guidelines.

*Seconded by Sandra Swan.*

Discussion: Perhaps there be an ‘option A’ and ‘option B’ where by one PVC option may not need to be painted; Some portions of the non-PVC fence materials would need to be painted, difference in color may be easily visible. • Deviations from Design Guidelines may be approved by ARC on a case-by-case basis.

*Carried (Approved): Unanimous.*

e. Parking & Security Committee Recommendations

Report by Chair, Orsuré Francis: Presented results of 2 vehicle sticker events; Over 35 total vehicles were updated, including four 2-wheeled vehicles and the rest were 4-wheeled vehicles. • Management sent email reminder to community about decal updating deadline. • Survey has 63 responses so far; Ongoing review of responses by committee.

i. Recognize P&S Committee as official committee

Presentation by Chair, Robin Mitchell: Read aloud drafted resolution to formally recognize P&S Committee.

*Motion by Thomas Siburg:* To approve resolution with minor amendment to add the word “the” where missing.

*Seconded by Robin Mitchell.*

*Carried (Approved): Unanimous.*

ii. Security guard support for violation enforcement

Recommends Board and Management support security guards in their jobs, empower them, have their backs.

Discussion: Guards first line of defense to uphold policies through violation and citation notices. • Guards have been ridiculed by some residents and vendors when trying to enforce the rules, including even cursing at the guards. • Contractors park where they want without repercussion to damages to common area infrastructure. • Need playbook/schedule for repercussions; Citations and violations must have teeth. • Empower security guard to maintain log of ‘problem’ vehicles. • Management requests clarification on what to do.

Problem: Day pass given, must enforce that day passes only park in guest parking.

Problem: When keypad system is used, vehicles come in without pass and not tracked. Homeowner may be responsible for issuing day passes to their guests; If homeowners are allowed to issue day passes individually to guest vehicles, guest parking areas may become storage lots for extra vehicles as a homeowner issues vehicle daily pass without vehicle ever leaving grounds. • Requests Board approval to support guards enforcing rules; Will require email update to educate homeowners that rules will be enforced. • Requires consistency at gate; Not all guards are consistent in enforcing rules; Management sent memo to guards about enforcing rules. • Board requests synopsis of rules with cause and effect, i.e., problem and repercussion.

iii. Demarcate “Residential” parking spaces

Recommends to paint on ground for each residential parking spaces term “Residential” to better clarify spaces where only residents are allowed to park.

Discussion: Re-paving may be good opportunity to take advantage to start this painting.

• Quote received from asphalt company for \$25 per space, totally approx. \$11K if all spaces painted; Stencil could be made to allow painting in-house. • Term should not “Residential” because this term is used elsewhere in the city to allow for city-issued pass holders parking; Term could be “Resident”, different enough from city.

- iv. Remove derelict scooters  
Recommends the removal of derelict scooters from the common property.  
Discussion: Several scooters have expired vehicle registration and/or are abandoned. • Management clarified Arnold's towing does not take scooters; May need to call Arnold's to see if they have suggestions. • Clarify if management has authority to tow. • Board Secretary proposes definition of derelict:  
Outdated KWGCHOA vehicle sticker that may or may not be able to be traced to a current resident and/or outdated road-ready vehicle registration.
  
  - f. Landscape & Maintenance Recommendations  
Report by Member, Terry Raum: Coconut removal to start 1<sup>st</sup> of June, as established in Handbook as part of hurricane preparation; Determining hard date to require HOA remove from private property and then be invoiced/assessed for cost. • Keys Energy has free mulch opportunity, trying to get HOA part of list. • 36 Spoonbill tree in good shape, working on walk-around situation. • Committee approved recommendation to repair sidewalk in front of 77 GCD as a bridge over the tree roots, with composite materials to not exceed \$1,400; Board approved the bridge design earlier in meeting.  
Discussion: Return on investment ("ROI") regarding coconut replacement to other lower maintenance palms. • 10-year plan for HOA and budget needed. • ROI and 10-year plan requested to be future agenda items.
  
  - g. Real Estate Report – Posted online
  
  - h. Golf Course Relations – reported incidents – Tabled
9. Upcoming Topics  
Not discussed.
10. Member Input  
Bryce Tyner: Wishes clarification on parking resolutions.  
Presentation by Secretary: Board approved resolution to make P&S Committee official. • Board discussed other recommendations without formal resolution. • Board requests "cause and effect" review of repercussions.
- Guy Gross: Clarifies repaving bid is out from curb. • Parking situation in Sanctuary is a mess with roots tearing up asphalt.
- Terry Raum: Concerned about speeding between and over speedbumps, some cars far exceeding speed limits; Intent is mechanism to slow down traffic.  
Discussion: Plastic speed bumps are cheaper than concrete/asphalt speedbumps. • Double-speedbumps elsewhere in neighbor slow down traffic significantly. • Speedometer was previously effective means of slowing traffic.
11. Adjournment.  
*Motion by Robin Mitchell:* To adjourn meeting.  
*Seconded by Guy Gross.*  
*Carried (Approved):* Unanimous.  
Meeting adjourned at 8:57 PM.