



**Key West Golf Club Homeowner's Association, Inc.**  
**Closed Special Executive Session of the Board of Directors**  
74 Golf Club Dr, Key West, FL 33040 and via Zoom  
6:00 PM, Wednesday, May 15, 2024  
**MINUTES**

**Attendees:**

Robin Mitchell, Board President, Chairperson  
Guy Gross, Board Vice President  
Sandra Swan, Treasurer  
Thomas Siburg, Board Secretary  
Derrick Rende, Board At-Large Officer  
Laurie McChesney, CAC Owner  
Pat Labrada, CAC, Property Manager & CAM  
Jose Wenzel, CAC, CAM

**Purpose:** Discussion of Personnel Matters

**A. Call to Order**

Meeting called to order at 6:00 PM by Chairperson, Robin Mitchell.

**B. Determination of Quorum**

Quorum determined.

3 out of 5 Board of Directors required. 5 out of 5 present.

**C. Proof of Notice of Meeting**

Provided. Notice displayed and emailed.

**D. Board of Directors Discussion**

Discussion: Matters concerning personnel and management contract review.

*Motion made by Thomas Siburg:* KWGCHOA employee personnel issue(s) should be brought to the Board of Directors (BOD) in writing and the BOD discusses issue(s) at BOD availability.

*Seconded by Derrick Rende.*

*Carried (Approved):* Unanimous.

*Motion made by Thomas Siburg:* To commence a trial of open office hours of the KWCHOA office from 9:30 AM to 3:30 PM and reevaluate trial.

*Seconded by:* Guy Gross.

*Amended by Robin Mitchell:* If someone may need time other than the open office hour times to schedule directly with CAC.

Discussion: CAC will set up some sort of email confirmation receipt with a note about getting back within 2-3 business days.

*Carried (Approved):* Unanimous

**E. Adjournment**

*Motion made by Robin Mitchell:* To adjourn meeting.

*Seconded by Thomas Siburg.*

*Carried (Approved):* Unanimous.

Meeting adjourned at 7:54 PM.