

Key West Golf Club Homeowner's Association, Inc.
Regular Meeting of the Board of Directors
74 Golf Club Drive, Key West, FL 33040 and via Zoom
6:15PM, Monday, September 16, 2024

Attendees:

Robin Mitchell, Board President, Chairperson
Guy Gross, Board Vice-President
Sandra Swan, Treasurer
Derrick Rende, Board At Large Officer
Thomas Siburg, Board Secretary

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

1. Call to order:

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

2. Determination of Quorum:

3 out of 5 Board of Directors required. 5 members were in attendance

3. Proof of Notice of Meeting:

Provided via CAC. Notice displayed and sent via email to owners.

4. Approval of Agenda:

The agenda was unanimously approved

5. Approval of Minutes – Regular Meeting – 7/15/2024 and Regular Meeting 8/13/24 President Robin Mitchell made a motion to approve both sets of minutes, Director Derrick Rende seconded the motion. The motion passed unanimously.

6. Reports of Officers

a. **Officers**

i. **President's Report:** Board President Robin Mitchell reports that Shipyard is in the process of investigating some new security options and procedures. Robin is keeping the Finance Committee in the loop so the proposal numbers can be added to the 2025 budget. A new towing contract has been signed with Anchor Towing. Robin encourages residents to keep up with the appearance and maintenance of their yards to help with the overall curb appeal of the KWGCHOA properties. The Hearing and Violation Committee now has four members that will be able to issue violation notices where appropriate.

ii. **Treasurer's Report:** Board Treasurer Sandra Swann reports the Finance Committee met September 12, 2025. Net income for August was \$8,983.00 for a total new income of

\$192,598.00. For dues collection, the Association is short \$16,952.00 with seven residents behind on their HOA dues. The Landscaping committee is under budget by \$22,855, there are some irrigation repair bills that have not been received. Security is over \$25,425.00 and a new security vendor was discussed at the past Finance Meeting. Cable TV is under budget by \$84,262.00 thanks to the first-year discounts. The Cash Reserves are at \$843,387.00, up by \$274,360 since December 2023. Discussion ensued regarding the Security budget.

- iii. **Landscaping & Maintenance:** CAM Pat Labrada updated the board on behalf of the Landscaping & Maintenance Committee as there were no members present. Committee Member Terry Raum ordered a dozen plants for Merganser. There are trusses on a bridge being replaced.
- iv. **Manager's Report:** CAM Pat Labrada reports the pump truck came and removed the waste from the pump station. The pumps are running between 1.4 and 1.7 hours over the course of each day, which is good. In the last fiscal year, HOA staff recorded 427 new home inspections. 191 homes were in compliance, 397 compliance cases were closed. Pat shared that he and HOA staff were creating "zones" throughout the Golf Club Community to better help identify and prioritize critical areas of sidewalk repair and to make sure that each "zone" gets inspected on a regularly scheduled basis going forward. Pat reports that CAC has contracted with Seaside Condominium Association and with that comes a new CAC CAM. Her name is Tracy Gullede and she will be coming in to train with Todd occasionally and lend a helping hand where necessary. Discussion ensued.
- v. **Parking & Security Committee:** Committee member Trevor Martineau discussed the plan to add stencil markings to the 12 parking spaces the HOA leases from Key West Golf Club. Discussion ensued pertaining to the renewal of the contract on those parking spaces. Trevor reports the new towing contract between Anchor towing and the KWGCHOA has been signed. Signage in the community has been updated accordingly. President Robin Mitchell, CAM Pat Labrada, CAC Member Todd Brangers and Jackie Hoddinott, Security Supervisor, are the contact people who can authorize towing. Automatic towing has not been set up.

Trevor asked the board for feedback on his Parking Regulations and Repercussions document. Not all BOD Members had an opportunity to review the document. Discussion ensued. Trevor discussed Motorcycle and Scooter parking, and his committee is making some changes to the handbook to better clarify certain terminology. Trevor discussed the idea of adding more parking for scooters. **Director Derrick Rende made a motion to add three more scooter/motorcycle parking spots as outlined in the Parking and Security report. President Robin Mitchell seconded. The motion passed unanimously.** Discussion was held regarding stenciling in the newly designated spots. Trevor mentioned the Parking & Security Committee has been looking into the idea of outsourcing the HOA Security duties to a third party. The committee has prepared various options. President Robin Mitchell advised Trevor the BOD

would schedule a private meeting with his committee to discuss the findings at the appropriate time. Treasurer Sandra Swann suggested the HOA come up with a list of HOA expectations for a new security contract to provide those to whichever company is preparing the Scope of Service report they would in turn provide to the HOA. Director Derrick Rende discussed the need for the board to get three quotes, if possible, per the memberships expectations.

- vi. **Architecture Review Committee:** Committee member Katie Martineau updated the BOD on the past ARC Meeting. One home is out of compliance and CAM Pat Labrada will follow up with the homeowners who have expressed a plan to come into compliance.

7. Unfinished Business

a. Violation, Fining and Hearing Committee

President Robin Mitchell reports there are four members seated for the new committee. They are Katee Martineau, Mark Ives, Paul Cambria and Barry Gosnell. Robin asked CAC to set up the first committee meeting for the group.

8. New Business

a. Ratify Monthly ROFR: There were no Right of First Refusals to ratify.

b. Real Estate Report: President Robin Mitchell updated the board on the current real estate market as it pertains to the Key West Golf Club HOA.

8. Member Comments: One member expressed frustration with Spa homeowners using a Visitor parking spot instead of their own carport, leaving the carport empty. Larger, single-family home homeowners are using Visitor or Spa home parking spaces for their 2nd vehicle instead of parking in tandem in their own driveway. Member Katie Martineau questioned the bridge repair work going on. Planks for the bridge were replaced not long ago and now the bridge is receiving more work. CAM Pat Labrada explained it was previously scheduled work and the first repair was intended as a patch only. Discussion was held around a member on Spoonbill who has been dumping stone and sand illegally on the wooden sidewalk after being advised by CAC that the sand and the stone must be dumped on the roadside parking spaces. **Director Derrick Rende made a motion to fine and assess the damage caused by the homeowner on Spoonbill. Discussion was held around the amount of the fine. The motion was amended to include the maximum fine of \$100.00 plus the assessed damage amount. Secretary Thomas Siburg seconded the amended motion. The motion was unanimously approved.**

10. Adjournment: President Robin Mitchell made a motion to adjourn the meeting at 8:20pm. Vice President Guy Gross seconded. The motion passed unanimously. The meeting was adjourned at 8:20pm.