

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, October 21, 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 6:16pm 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 – 9/16/2024:

President Robin Mitchell made a motion to approve the minutes, Director Derrick Rende seconded the motion. The motion passed unanimously.

6. HOA REPORTS

a. **Officers**

- i. **President's Report:** Board President Robin Mitchell brought up the idea of creating a two hour window to allow for Trick or Treat activity in the KWGC community for interested homeowners. The suggested hours are 6pm to 8pm. Interested residents may create a temporary sign welcoming Trick or Treaters. All board members agreed and Robin and Todd will work together to create an email to inform the residents.
- ii. **Treasurer's Report:** Board Treasurer Sandra Swann reports the net income for September was \$245,547.00. The Operating Reserve balance, year to date, is up \$148,000 for a balance of \$161,744. The cash balance is \$879,663.00. The accounts receivable collections are minimal and being handled with homeowners. Sandra has

added a column to the budget for Security expenses, for future reference. The Budget Committee has met once and the second one being planned will be a Special Finance Committee Meeting. The working goal is to have the budget complete prior to the Annual Meeting while allowing time for review and revision prior.

Member Katee Martineau inquired about the HOA's authority to restrict amenities to home owners who are in default on their HOA dues. Discussion was held.

b. Committees

- iii. **Landscaping & Maintenance:** CAM Pat Labrada updated the board on behalf of the Landscaping & Maintenance Committee as there were no members present. The committee met but there was not a quorum. Pat spoke with Amy from the City's forestry department and was told trimming the Mahogany tree roots that are impacting the sidewalks would be an issue. Pat was asked to consider a product called flexipave which the City uses. Pat does not think this will cure the tripping hazard. Pat conferred with John from Dot Palm, he is a licensed horticulturist. John believes there is a way to trim the roots correctly but some of the sidewalk will need to be exposed to see what is happening underneath. Pat says the Committee will have a written report for the board by November 1, 2024, outlining recommendations and costs. This will be included when the Budget committee next meets. Pat mentioned the rain meters have been installed for the irrigation system and there are already savings. The committee has installed some plants around Merganser and more are scheduled to be delivered. President Robin Mitchell added that work is being done to secure a cost projection for the long range goal of replacing the coconut trees with canopy trees.
- iv. **Manager's Report:** CAM Pat Labrada reports all is well with the lift station after the quarterly inspection. Maintenance supervisor, Danny Franco, has his team working on the pool lights situation.
- v. **Parking & Security Committee:**
Committee member Trevor Martineau reports the committee did not meet last month but they have been busy. The painting on the HOA car stops is complete. Scooter parking has been increased in three locations.
- vi. **Architecture Review Committee:** Committee member Katie Martineau updated the BOD on the past ARC Meeting, held October 8th. The committee will be working on clarifying the design guidelines with regard to doors. Katee asked CAC for an update on two letters that were sent to homeowners, re: violations. Discussion about time frame and follow up for action items. CAM Pat Labrada has been working with one homeowner for 30 days and will go ahead and send both letters with a ten day time frame to come into compliance.

7. **Unfinished Business**

a. Violation, Fining and Hearing Committee

President Robin Mitchell reports there is a full committee and they need to have a meeting to get organized.

8. New Business:

a. Board Member - Request for BOD Member to act as liaison for Direct TV & ATT following recent completion of “Cable TV Committee” - Recent loss of channels

President Robin Mitchell would like a member from the BOD to act as a liaison for the ATT & Direct TV Committee as they are asking to speak with an HOA BOD Member. Treasurer Sandra Swan will speak with Dave Hubbard about the potential credit for the loss of the Disney and ABC Channels. CAM Pat Labrada mentioned he did call about a credit but they were not interested in giving the HOA as a whole any credit. Member Bryce Tyner mentioned he called and received a \$30.00 credit on his account and was informed each member could call and receive the same credit individually. This subject will be revisited after Sandra reads the contract and speaks with Dave Hubbard.

b. Parking & Security - Approval to engage in contract negotiations for outsourcing security to Island Security Services:

President Robin Mitchell thanked the committee for hard work thus far. The committee and CAM Pat Ladrada have held discussions about outsourcing the Security at KWGC HOA. A proposal was presented which would save HOA Management efficiency, time and money. Robin described the proposal and benefits of outsourcing. \$27,950.00 per month times 12 months is \$335,400. Robin explained staffing costs. Member Trevor Martineau explained the company uses a program called Patrol Point which is a part of the Condo Control System. Trevor discussed a bit of how the system works. The finance committee has reviewed the financial consequences of outsourcing. BOD discussion ensued about the benefits of outsourcing. BOD consensus is it will be a positive move. Vice President Derrick Rende recommended the HOA pay for employees to take the test required to join the new security company. The cost per person to get certified is approximately \$200.00. **Director at Large, Derrick Rende made a motion to shift security to Island Security Services, effective 12/1/2024, and to offer to cover the cost of approximately \$200.00 per person, for the current HOA security guards to get certified to work for the new company if they choose to do so. Board Secretary, Thomas Siburg seconded the motion. The motion passed unanimously.**

c. Real Time E-Voting for 2025 Annual KWGC Meeting - Resolution: President Robin Mitchell, Treasurer Sandra Swan, and CAM Pat Labrada, reported on a quote from Global Solutions and what they include. \$1,025.00 annually with unlimited votes and surveys Board secretary, Thomas Siburg made a motion to approve the contract with ONR, Treasurer Sandra Swan seconded the motion, the motion passed unanimously. **President Robin Mitchell made a motion that the Annual Meeting be held December 28th, 2024 at 2:00pm. Vice President Guy Gross seconded the motion. The motion passed unanimously.**

d. BOD Discussion: Update from the Finance Committee for recommendation for full onsite Reserve Study vs. Cost Adjustment Reserve Study: President Robin Mitchell reports that the Finance Committee has been deciding between a full blown cost analysis study and a cost

adjustment study. Robin has received an updated proposal from Global Solutions to update the Reserve Study. The Finance Committee will bring a proposal to the BOD soon.

e. **Ratify Monthly Right of First Refusal:** None

f. **Real Estate Report:** President Robin Mitchell discussed the monthly real estate stats in the KWGC community. Her report will go on the website.

9. **Member Comments:** One member thanked CAC Administrative Assistant Todd Brangers for the new pool umbrellas. There is concern over overgrown mangroves near the guard shack. One member wants homeowners to be reminded that items can not be placed on the street for pick-up without calling waste management services to arrange for a pick-up. One member is frustrated that car repair work is going on in the community.

10. **Adjournment:** President Robin Mitchell made a motion to adjourn the meeting at 8:53pm. Vice President Guy Gross seconded. The motion passed unanimously. The meeting was adjourned at 8:53pm.