

Port Orange Plantation Homeowners' Association, Inc.

Board of Directors' Meeting Minutes

October 19, 2023 @ 5:30PM

CALL TO ORDER: The Port Orange Plantation Homeowners' Association, Inc., Board of Directors' Meeting was called to order at 5:30PM by D. Moeller, President, at the Port Orange Regional Library (1005 City Center Circle, Port Orange, FL 32129).

ROLL CALL/VERIFICATION OF QUORUM:

Deb Moeller	President	Present
Rita Anderson	Vice President	Present
Denise Osterberg	Secretary/Treasurer	Present
Ashley Ousterman-Emanuel	CAM	Present

(3 owners present)

PROOF OF NOTICE OF MEETING: The Notice/Agenda was properly posted on-site, on HOA website and mailed via USPS to owners.

APPROVAL OF MINUTES: Motion made by D. Osterberg, seconded by R. Anderson, to waive the reading and approve the corrected minutes of September 21, 2023, Board Meeting; motion carried.

FINANCIAL/MANAGER/VIOLATION REPORT(S):

- A. Financial: Management provided the following financial reports as of 8/31/2023: balance sheet reflecting an operating balance of \$67,228.84, reserve balance of \$299,542.77; YTD P&L. Motion made by R. Anderson, seconded by D. Osterberg, to approve the financials as presented; motion carried.
- B. Association Foreclosure/Collection Status: Noting currently active with foreclosures. Management provided the customer balance summary listing status of delinquencies.
- C. Violation Reports: Written violation report provided and reviewed from most recent inspection.
- D. Violations/Fining Committee – Updates, If Any: None.

RULES OF CIVILITY: The following is noted to assist with meeting procedures; particularly during telephone conference meetings. *No one may speak without being recognized by the Meeting Chair and introducing their name and address. *Each person will be treated with respect and treat others with respect. *Personal attacks, abuse or disrespectful language, and disruptive behavior are strictly prohibited. *No debating and or redundancy. *No one may speak twice before all have spoken. *No one may speak for more than three minutes.

UNFINISHED BUSINESS:

- **Landscaping:** Vendor not performing tasks per their contract. Management to draft email/letter to vendor with incomplete items. Failure to complete pending items will result in the Association withholding funds. Homeowner present to submit proposal for tree options.
- **Seawall Update:** Letter almost complete. Should be ready for mailing in November.

NEW BUSINESS:

- **ARB Review(s):** Motion made by D. Osterberg, seconded by D. Moeller, to approve the 4 provisional ARB requests; motion carried.

1.	5338 Oak Breeze	New Roof	Approved
2.	5254 Plantation Home Way	New Roof	Approved
3.	5340 Georgia Peach	New Roof	Approved
4.	1740 Savannah Lane	New Roof	Approved
- **2024 Budget Adoption:** 2024 proposed budget was mailed to all owners. Motion made by R. Anderson, seconded by D. Osterberg to adopt the 2024 proposed budget as presented; motion carried.

NUMBER OF BOARD SEATS:

- **INCREASE OF BOARD FROM 3 TO 5:** Discussion on protocol on seat increase. The board is to approve an increase first. Members are to be aware of the increase at the Annual Meeting of Membership. If there are still openings after the Annual Meeting of Membership, the Board may appoint at the next board of directors meeting. Motion made by R. Anderson, seconded by D. Osterberg to increase the Board seat from 3 to 5; motion carried.

OPEN FORUM/RESIDENT PARTICIPATION:

- **5210 Old Walker:** Requesting additional information for Seawall repair. Will also provide a written proposal for trees to be planted.
- **Board/Management:** Work orders for mulch should be no additional cost.

ADJOURNMENT: Motion made by D. Moeller, seconded by R. Anderson, to adjourn the Meeting of the Board of Directors at 6:25 PM; motion carried.

Minutes of October 19, 2023, approved this ____ day of _____, 2023, by

(Secretary).