

Port Orange Plantation Homeowners' Association, Inc.

Board of Directors' Meeting Minutes

January 18, 2024 @ 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
Michael Godbout	Director	Present
Alice Szlaga	Director	Present
Ashley Ousterman-Emanuel	CAM	Present
(3 owners present)		

PROOF OF NOTICE OF MEETING: The Notice/Agenda was properly posted on-site. Newsletter sent via USPS to all owners advising of meeting dates and times.

APPROVAL OF MINUTES: Motion made by D. Moeller, seconded by D. Osterberg, to waive the reading and approve the minutes of November 15, 2023, and December 28, 2023, Board Meeting; motion carried.

FINANCIAL/MANAGER/VIOLATION REPORT(S):

- A. Financial: Management provided the following financial reports as of 12/2023: balance sheet reflecting an operating balance of \$40,979.91, reserve balance of \$305,438.34; YTD P&L. Motion made by R. Anderson, seconded by D. Osterberg, to approve the financials as presented; motion carried.
- B. Association Foreclosure/Collection Release of lien received and signed for 1719 Savannah Lane. Management provided the customer balance summary listing status of delinquencies.
- C. Violation Reports: Written violation report provided and reviewed from most recent inspection. Next inspection scheduled for January 19, 2024. Parking on the street continues to be an issue.
- D. Violations/Fining Committee – Nothing to report. Currently seeking additional volunteers.

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:

- **Seawall Update:** The Board met with two vendors onsite. Only one proposal has been received so far. The Board will review and make a decision when the other proposal is submitted.

NEW BUSINESS:

- **ARB Review(s):** Motion made by D. Osterberg, seconded by R. Anderson, to approve the 6 provisional ARB requests; motion carried.

1.	5325 Georgia Peach	Paint	Approved
2.	5250 Plantation Home Way	Paint	Approved
3.	5341 Oak Breeze	Solar Panels	Approved
4.	5329 Royal Plantation	Screen Enclosure	Approved
5.	5326 Royal Plantation	Paint	Approved
6.	5321 Plantation Home Way	Roof	Approved
- **YEAR END FINANCIALS & TAXES:** Three proposals received. Motion made by D. Osterberg, seconded by A. Szlaga to approve Julie M. Ronci, C.P.A.P.A in the amount of \$625.00; motion carried.
- **LANDSCAPING CONTRACT:** Current landscaping vendor has multiple pending items not completed per the annual agreement, also costing the association additional funds for items they are not contracted to service and causing damage to the association's common grounds. Funds are currently being withheld from vendor for pending items to be completed. Management suggests getting legal involved. Board members met onsite with three landscaping vendors to go over property and scope of work. Four proposals were received, including a contract renewal from current landscaper. Board members were impressed with the presentation and professionalism from VerdeGo. Motion made by D. Osterberg, seconded by D. Moeller to accept proposed annual contract from VerdeGo; motion carried. Management to draft termination letter to current landscaping vendor advising to correct/complete pending work/issues within 30 days or termination will go into effect immediately.
- **OPEN FORUM/RESIDENT PARTICIPATION:**
- **5333 Georgia Peach:** Questions/Concerns regarding drip edge color. Drip Edge Violation letter received. Owner did not submit ARB for roof/drip edge.
- **1700 Southern Belle:** Drip Edge Violation letter received. Owner submitted ARB for white drip edge, which was approved. Before installation, the owner admitted telling the vendor to change the color the black.

ADJOURNMENT: Motion made by D. Moeller, seconded by D. Osterberg, to adjourn the Meeting of the Board of Directors at 6:36 PM; motion carried.

Minutes of January 18, 2024, approved this ____ day of _____, 2024, by

(Secretary).