

Holley By The Sea Improvement Association, Inc.
A Corporation Not-for-Profit

DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
January 10, 2012 6:00-8:00PM

1. Roll Call
Joe Sipp
Jim Mitchell
Pete Peterzen
Brooke Goldberg
Jennifer Barrett
2. Confirmation of Notice, Approval of Agenda
Properly Confirmed
Motion to approve as amended, B.G., 2nd, J.S., Approved 4-0.
3. Approval of Minutes (11/8/11 reg., 12/13/11 reg.)
11/8/11 TABLED
Motion to approve as amended 12/13/11 J.M., 2nd J.S., Approved 4-0.
4. GM Report
Jennifer Barrett reports that she is still working on the end of the year reports. Engagement letters from the auditors for the 2011 tax returns have been submitted to the BOD members. Server should be in this month. Working with several community members about how to move forward with trash issues and contacting Waste Management about dropped trash during collection (signed form complaint?, petitions?).
5. Usage Variance Requests (Vaughn, Lunsford, Llanos)
Vaughn, 6657 Flintwood (3 bedroom, 2 users currently) – Motion to approve, J.M., 2nd B.G., Approved 4-0.
Lunsford, 6816 Valley Way (4 bedroom, 5 users currently) – Motion to deny, B.G., 2nd J.M., Usage Denied, 3-1 (J.S.)
Llanos, 2004 Iris Lane (3 bedroom, 2 users currently) – Motion to approve, J.M., 2nd J.S., Approved 4-0.
6. Architectural Variance Requests (None)
Yard maintenance report (9 properties at a cost of \$580)

Unfinished Business

7. GM Job Description Approval
Motion to approve the GM Job Description draft dated December 14, 2011, J.S., 2nd J.M., Approved 4-0.
VP External report – narrowed down to 5 candidates, have set interview dates and questions, and if we do not find one we will continue on. Applications and resumes have gone through Landrum with background check, credit check and drug screening (?).
CLOSED
8. Nominating Committee – Chair Lee Steinert (appointed by P.P.), will contact Billy Neal, Kevin Lanier. Motion to approve Billy Neal and Kevin Lanier to the committee, B.G., 2nd

J.M., Approved 4-0. Has come to the attention that Maria Baker is ineligible to serve on the committee because she is a renter. J.B. will contact Baker. Former Nominating Committee Member Pat Traynor asked that the BOD define in advance whether or not the N.C. will be just vetting nominees or doing a more in depth investigation/interview for rankings.

OPEN

9. Tennis Committee Report - Cyndy Linton reported that the Committee would like to see the BOD take action on approving the job description and salary/commission proposed. She clarified that the sale of tennis equipment and services is an 80/20 split, that there the pro and the maintenance manager would work together to determine playability of the courts (ex: no maintenance mgr on property on the weekends). Would like some more specific advice/direction on changes on the Job Description. BOD should email edits. Tim Karsten clarified that the job description/salary recommendations are not based on the previous model, but based on what is in the market. Carrie Clancy is concerned that we will not be able to keep a pro on a commission base only. Committee meets the last Thursday of every month at 11:30am. Need to schedule a meeting to proceed.

OPEN

10. Architectural Document/Policy Approvals

Motion to approve the Home Improvement Final Inspection Plan for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

Motion to approve the Exterior Home Improvement Final Inspection Notice of Completion for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

Motion to approve the Exterior Home Improvement Application for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

Motion to approve the HBTS Yard/Lot Maintenance and Improvement Policy for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

Motion to approve the Application for New Residential Structure for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

Motion to approve the Application for Special Temporary Parking Permit (short term parking) for 60 days with written input from the BOD before final approval, J.M., 2nd J.S., Approved 4-0.

11. PT Hire for Fun Factory to double capacity

Motion to approve an additional PT hire for the FF, J.M., 2nd J.S., Approved 3-0 (recusal B.G.). CLOSED

12. Traffic Control Committee Reinstatement – Joe Sipp suggested this because the County is not supportive of speed bumps on higher speed streets, and there was a complaint from a member with a request for action. A committee was in place, but it is no longer active. Alli George (member of the committee) said there was no charter in place. Tim Karsten stated concern that a committee should be put in place sooner rather than later. Motion to disband the Traffic Control Committee, J.M., 2nd J.S., Approved to disband, 4-0.

CLOSED

13. Waiver of Late Fees (A.H.M. Corp., Lemon)

A.H.M. Corp – History of timely payments (25 years, 4 lots). Paid in full upon recognition of error. Motion to charge them the late fees only, totaling \$100, B.G., 2nd J.M., Approved 3-0 (J.S. No).

Lemon – Title company did not notify us of the property change. Motion to waive the fee and the interest, B.G., 2nd J.M., Approved 4-0.

14. Employee Bonus – P.P. reports that the last pay scale adjustment was January 2008 of 2%, since then, only occasional merit-based pay increases, and that Florida minimum wage is now \$7.67, Federal Beneficiaries have received 11% increase since 2008. P.P. would like to see a \$.50/hour increase for all staff positions. This at least would be covered in the budget as set for 2012. Motion to approve the \$.50/hour raise across the board going back to Jan.1, 2012, J.M., 2nd B.G., Approved 4-0.

New Business

15. Maintenance Report/Requests (acoustics for beach house, chain link fence, irrigation, roof) – Roof will need repair, but we don't yet have any quotes. Acoustic study has been done. Once panels have been purchased, maintenance will hang/install. Motion to approve the purchase of the acoustical materials (\$3000), J.M., 2nd J.S., Approved 4-0.
OPEN
16. Beach House Committee Report – Motion to approve Lee Steinert as committee member, J.M., 2nd B.G., Approved 4-0. OPEN
17. Suggestions from the VAC - TABLED
18. ACC Requests - TABLED

Regular Committee Reports/Other

19. Social Committee Report – see attachment.
20. Open Forum – Pat Traynor (head of Fishing Club) wants to put together a Fun Run with proceeds to Wounded Warrior Project. Sandy Malley(?), who was not present for the GM's report wanted to know what the response will be to the litter problem in the community (see above).
21. CONTINUATION - JANUARY 24, 2012, Tuesday 6:00pm-8:00pm.
22. Adjourn 8:15pm

Brooke Goldberg
Secretary, Board of Directors