



East Bay Plantation

Meeting Type: Directors Meeting (closed)

Date: January 09, 2021

Time: 09:00 am

Attendees: Philip Barry (President)
Jim Donner (Vice-president)
Jacqueline Leierer (Director)
Ramon Caruso (Director)
Gary Roth (Director)
Ingrid Santangelo (Secretary)

Meeting called to order 9:06 am

- I. General Opening Statements – Philip Barry
 - a. Voting will have to be done in an orderly fashion with the name of the voter and how they voted.
 - b. Board meetings will be limited to 90 minutes maximum.
 - c. All business should be conducted during a meeting, not via email, according to our attorneys. All email is open to scrutiny in the event of a lawsuit.
 - d. Three or more members/directors that discuss HOA business, it is considered a meeting and is illegal as no other homeowners are present. No decisions can be made as a result.
 - e. Maintain email etiquette
 - f. Meeting agendas will be posted online as well as email or a hard copy
 - g. HOA documents are being sorted and reorganized
 - h. We are in violation of several covenants and Florida statutes. A priority right now according to our by-laws, is to have an audit. This should be done at the end of each year.
 - i. The president also recommended that there be cross training on various responsibilities, in the event of an unforeseen vacancy or temporary unavailability
- II. Distribution of duties
 - a. Pool – Gary Roth has assumed the responsibility with no objection from the other directors. Directors will be given keys to assist in the maintenance. EBP has to be in compliance with the same rules as a public pool.
 - b. Pond – is being coordinated with the Lake Doctor and is usually done on an as needed basis. Jim Donner graciously volunteered to be liaison.
 - c. Landscaping – Phil Barry will continue to work as landscape liaison with Fox our contract landscaper.
 - d. ARC – the committee received the request forms from the home owner and is then approved by the directors.
 - e. Treasurer – the directors voted unanimously to accept Dena Stone, who has volunteered to step in, although she has no accounting or bookkeeping experience. After discussing the responsibilities with the previous treasurer, Remy Jassal, there is a better comfort level. The Florida statute 720 has been brought to her attention, detailing financial requirements. The president is currently in possession of the finances. The treasurer, president, and vice-president will have signing authority for the checkbook. There was a unanimous vote to have two signatures on the checks. Anyone that has access to the checkbook must be under a Fidelity Bond or the association members must vote to forego that.
 - i. External audit has to be done on the financial books
 - ii. Previous tax issue has to be addressed and resolved
 - iii. Letters for late / non-payment of dues needs to be sent
 - iv. Financial end of year spreadsheet has to be redone



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- f. Secretary – the secretary is required to have the minutes reviewed by the Board members prior to publishing them to the general public. Additionally, the following items should be brought to each meeting:
 - i. All active contracts / HOA map / all schematics for HOA property
 - ii. Always have current HOA by-laws, covenants, FL Statute 720
 - iii. Hard copy of all meeting minutes
 - iv. Director and committee code of conduct confirmation
 - v. Inventory all keys and HOA owned property
 - g. The president and vice president will have access to all HOP programs, email, property documents, etc. no one will have total control over any aspect of the HOA. All directors need to complete the HOA state required certification.
- III. ARC committee
- a. The members of this committee are currently Janice Scamehorn, Eric Horstman, and Scott Leierer.
 - b. The president asked for a vote to continue with the current members or replace them. Ramon Caruso motioned to replace; Gary Roth seconded the motion.
A vote was taken to remove all current committee members and then re-vote to bring them back individually.
Yes – Raymond Caruso, Jim Donner, Gary Roth, Phil Barry
No – Jackie Leierer
Gary Roth rescinded his vote. The current ARC committee members were removed until the next meeting, where they will have the opportunity to clarify what has transpired in the past few months. The president and directors will assume responsibilities until that time.
 - c. Topics to be covered will be:
 - i. Frequency of community evaluations
 - ii. ARC request process
 - iii. Reporting requirements and bard approvals of violations
 - iv. Establish Fines Committee
- IV. Welcome committee
- a. The president made a motion to keep Mary Sipes as the Welcome and Entertainment committee person. The motion was seconded by Ramon Caruso. There was a unanimous vote in favor to retain Mary.
- V. Media committee
- a. Janice and Gary Scamehorn have this responsibility. The president deferred confirmation of these members until the next meeting.
 - b. The president wants the website to be more active. Additionally, the directors minutes and agendas need to be published on the website in advance of the meetings to enable attendees to ask questions.
- VI. Director meeting requirements
- a. Florida statues state “HOA must allow homeowners to attend and to speak. The association may adopt written and reasonable rules expanding the rights of members to speak and governing the frequency, duration and other manner of member statements which rules must be consistent with this paragraph.”
 - b. The president asked for a vote on rules for future Board of Director meetings. They are as follows:
 - i. There will be a 3 minute limit maximum for questions and statements
 - ii. There will be written or email request 48 hours prior to the meeting to address specific agenda items.
 - iii. Limit of 2 agenda items that can be addressed per meeting by a specific member



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- iv. All topics must remain part of the agenda items, no abusive language, keep it factual, no personal attacks on board members or association members, irrelevant statements and attempts to prevent the board members from conducting business will not be tolerated.
 - v. If two directors object to the content of a member statement as irrelevant or abusive in nature, the president may end the member statement and any time remaining will be forfeited.
 - vi. At a vote of the full board of directors an association member may have privilege of addressing the board during future board meetings suspended for violating the above rules.
- c. A vote to accept the above rules was taken.
Yes: Raymond Caruso, Gary Roth, Jim Donner, Phil Barry
No: Jackie Leierer
Jackie requested a copy of rules and adjustments that were discussed for reference.

Meeting adjourned at 10:15am.