

PARRAMORE SHORES PROPERTY OWNERS' ASSOCIATION, INC,

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Association Web site: www.pspoa.net

Board Meeting

Hosted by Jamie Freeman

2723 Deborah Drive, Tallahassee 32310

June 4, 2024 at 6.30 PM

MINUTES

1. Meeting Called to Order – The meeting was called to order at 6:30 pm.
2. Attendance/ Quorum – The following board members were in attendance: Pamela Aveling, Jack Bratcher, Steve Denmark, John Desilets, Jamie Freeman, Julie Pels-Graham, and Kathleen Smith. Also in attendance were Arthur Aveling, Camille Pawlik, and Christina Freeman.
3. 2024-2025 New Slate of Board of Directors: Pamela Aveling, Jack Bratcher, Steve Denmark, John Desilets, Jamie Freeman, Julie Pels-Graham, Kathleen Smith. Pamela provided description of officer roles to new board members. Also distributed signature page required by state and updated legislative issues.
4. Approval of Agenda- Jack motioned to approved. Was seconded and passed unanimously.
5. Election of Officers:
 - a. President: Pamela Aveling. She was nominated by Steve, seconded by Jamie and passed unanimously.
 - b. Vice President: Jack Bratcher. He was nominated by Pamela, seconded by Jamie, and passed unanimously.
 - c. Secretary: Julie Pels-Graham. She was nominated by Pamela, seconded by Steve, and passed unanimously.
 - d. Treasurer: Steve Demark. He was nominated by Pamela, seconded by Katheen and passed unanimously.
6. Other Board of Directors Members: Jamie Freeman, John Desilets, and Kathleen Smith.
7. Required Paperwork for Board of Directors- Pamela distributed required forms that all Board members must sign that states they have read FI Statute 720, PSPOA Covenants and By Laws. This is an official document. Members discussed the length of FS720 and potential upcoming changes that may prohibit collection of Estoppel fees in the future.

They agreed to keep the status quo for now, but monitor for potential changes in the future.

Pamela then discussed the need to report the new officers to the State for the Annual Report and the required \$60 (approx..) filing fee. Julie will work to get this filed soon through Sunbiz.org.

8. Discuss Responsibilities of the Officers- Pamela asked if there were any questions from the new board on their roles/responsibilities. Jamie mentioned that with the majority being new board members that all would be willing to help each other. Camille provided several boxes of records that were turned over to the respective officers and volunteered to provide owners database (parcels, owners, and contact info) to the new board.
9. Financial Responsibilities- Discussion was had on who would be added to the bank account. Pamela mentioned historically this has been the Treasurer and President. All agreed that this would be good to continue. Pamela and Steve will coordinate with outgoing board members on the account to go to a branch to sign the required paperwork. She also mentioned that minutes from the Special Meeting electing the new board and from this board meeting may be required by the bank.
10. Discussion then turned to the cancelled Board insurance with Auto Owners and approval payment for insurance. Pamela mentioned the Directors and Officers policy with Auto owners had lapsed due to nonpayment. Discussion was had about the \$800 (approx.) renewal fee. All agreed that it was reasonable based on past rates, but that shopping for a new company would be fiscally responsible. A second company (AON) was offered based on a previous nonprofit board experience, and Pamela agreed to reach out to them to compare rates. Jamie asked about the latitude from the board to deviate from the approved budget. The example was given about the insurance rate if it was higher than what was on the approved budget. Pamela, Arthur, and Camille all agreed that slight deviations were at the discretion of the board as long as they followed the intent of the approved budget.
11. Discussion then turned to getting the 2023 Financials to our CPA for our tax return. Pamela mentioned that we needed minutes from the annual meeting to show the 2023 financial report was approved. Steve and Julie agreed to work to get this submitted.
12. Pamela discussed the need to approve payment of all outstanding invoices. The web host will need payment to update the website with current board information, minutes from recent meetings, and the extension of the STR moratorium. David will also need to be paid for the continuous road maintenance. All agreed to proceed once new officers are added on the bank account. Camille mentioned there is also an estoppel fee check that will need to be deposited.

13. The next topic discussed was the need to appoint a new Road Warrior. Pamela mentioned that this did not have to be a current board member and was previously held by Buster Johnston. Buster has volunteered to help the new person get up to speed. Pamela mentioned she thought Jamie would be a good fit and he accepted the position. Jamie will coordinate with Buster and David.
14. Pamela mentioned the need for 3 new ACC members. John, Kathleen and Jack all volunteered to fill these roles.
15. Camille provided an update on the one property currently in foreclosure previously owned by Brenda Morehead (deceased). Dues are outstanding for this parcel and likely would be until the foreclosure is settled with Wells Fargo.
16. Pamela asked about scheduling the other two board meeting that are required to be held annually. Meetings were set for August 27th and December 3rd at 6:30 p.m., with location TBD.
17. The meeting was adjourned at 7:45.