



February 25, 2025, Board of Directors Meeting Minutes

Call to Order:	President Susan Pettigrew called meeting to order at 2:02pm
Location:	Clubhouse
Roll Call	Present: Susan Pettigrew, Peter Ritchie, Andy Shankland, John Mastrantonio, David Stephenson, On Zoom: Cathy Stalioraitis, Terry Kurmay
Approve Previous Minutes	Motion by P Ritchie, 2 nd by J Mastrantonio to approve minutes of previous meetings held January 16 th , 2025 ^h BOD regular meeting & January 31 st , 2025, special meeting .Passed 7-0

Presidents Report – S. Pettigrew

General Meeting Guidelines were shared. Welcome to the February 25th BOD Meeting, as you may have noticed we do have a new employee, it's our pleasure to introduce our new LCAM - Licensed Community Association Manager. You will have an opportunity to get to know Camille over the next few months. Please stay after today's meeting and join us for a short "meet & greet" for Camille.

Office hours are being solidified and will be communicated shortly. Travis and Camille are still in the works for the full training and transition period. There is a committee working on a retirement event to thank Travis for his 25 years at Sea Horse Park.

Hot Topics this past month:

1. Appraisals were done throughout the park, around 50 so far and have received positive feedback on professionalism. Reminder if you need assistance with paperwork, you can go the Pinellas County 440 Court Street as they have a SME (subject matter expert) team for Mobile homes to help you
2. Rebuilding has kicked into turbo mode this past month thank you to all who step up from the laundry room to the clubhouse to the outdoors.
3. The Annual Tree cutting is to take place over the next few weeks, along with the removal of some damaged park trees.
4. Reminder if your unit is damaged or conditions deemed to be dangerous you must take care of this quickly, regardless of whether you are here in the park or not. For example, we have some roofs with metal sheeting at risk to neighbors, big messes outside. The office will be contacting them on an individual basis if this is not rectified.
5. Elections of Directors 1st notice was sent out. Camille will be communicating more about this over the next week. Although I mentioned in our January meeting, that I will be finished end of March 2024, I have reconsidered and will fulfil my 2nd – 2-year term- keeping my commitment. The 2 Hurricanes spun us into a new direction, I am confident we can refocus and accomplish a lot of new goals as a team therefore I will stay on the Board, throughout 2025- to early 2026, completing 2 – 2-year terms.



6. Congratulations to C Stalioraitis who received her Board Certification! Both A Shankland and S Pettigrew attended a board re-certification training course in February, just to keep current although both previously already certified.
7. The AGM – annual general meeting date, has been set for Wednesday March 26th 7pm in the clubhouse and will offer in ZOOM (if allowed). It is yet to be determined if we need proxies as currently no items are listed that require votes, at this time. However, we still need a quorum to host the regular AGM meeting, so please try to attend, it would be greatly appreciated.
8. Special thank you to Les Currie who provided directions on the microphone, PA & speaker system that was damaged by the Hurricanes.
9. D Stephenson, deep cleaning of the Laundry Room.
10. Dave & Patsy, Don & Donica, deep cleaning/ scrubbing of the clubhouse floors.
11. John & Mackie, installations of the washing machines & Terry, our director for seeking out the laundry equipment & accessories, great teamwork!
12. John- as the new maintenance director, has done so much work from: replacing door windows, new locks, fixed water heaters, pool blanket, so many other items & cover to overseeing the park rebuilding, clubhouse laundry area. Thank you, John, for leading the charge and taking on so much ownership.

So many folks have stepped up to volunteer. It is our community spirit ..rebuilding 1 day at a time Stay Sea Horse Strong!

Treasurers Report - D Stephenson

We were unable to get a printout for the January and February profit/loss reports from Travis. We have been working relentlessly on the final reconciliation reports and other information for the accountants so that we would receive our 2024 Financial Statement in time for our AGM.

I will highlight our 2023 Financial Statement as we were unable to receive it last year in time for the AGM.

Firstly, we will look at the Assets at the end of 2023:

Assets	
Current Assets	\$373,143
Property, plant and Equipment	\$597,492
Other Assets	\$545
Total Assets	\$971,180
Liabilities	
Accounts Payable	0
Prepaid Assessments	0
Payroll Taxes Payable	0
Total Current Liabilities	\$291
Fund Balances	
Operating Fund	\$42,073
Reserve Fund	\$929,398
Total Fund Balance	\$971,471



Total fund balances less liabilities \$971,180 which is the same as the total assets

During 2023, the line items that exceeded \$1,000 overspending were the following:

Legal
Accounting
Repairs and Maintenance Grounds
Pool Maintenance
Sewer

These line items and others were adjusted to reflect the new rates in the 2025 Budget

With the addition of the \$77,900 that was put into the Reserve Account we were over budget by \$16,645 and we will look at next year's items in 2024.

The 2023 Financial Statement can be found on the website.

Treasury Concerns

- The last of the 'urgent' power poles had been replaced.
- The street lighting system, both from a cost perspective (not LED) and from a functionality perspective because the wiring underground is not protected in conduit to shield it from flooding incidents.
- Despite the effect of the devastating hurricane charges, the float this year was higher than \$10,000 which will continue to be pertinent in respect to keeping on budget with our operating funds.

Maintenance Director Report - J Mastrantonio

- J Mastrantonio reported that the clubhouse is almost complete, with only some work left in the bathrooms and kitchen.
- The laundry room will be converted to propane on the March 7th for the dryers.
- Some streetlights will be fixed next week.
- We are considering switching to a chlorine saltwater generator for the pool, which would be cheaper in the long run.
- He thanked Gary for his help around the park.
- Looking for volunteers to help clean up the storage area by the boat launch.
- Address the leaning power pole west of a homeowner's house.
- Looking into getting a new pool maintenance company.



Sales Director Report - C Stalioraitis

- C Stalioraitis reported that there are currently 25 units for sale, with 5 being waterfront properties and 2 being lots only. 2 units sold YTD
- C Stalioraitis mentioned that she is working with C Robinson to improve the format of the units for sale documentations
- To review with C Robinson- a senior's support group that approached to Park to assist -post hurricane recovery events/educational opportunities.

Old Business

1. Park Fencing

Fencing has been completed. The insurance company provided the Park with a check that essentially covered the cost of repairs due to wind damage.

2. Laundry Facilities

Restoration completed. New washers and dryers purchased. Waiting for the dryers to be converted/adjusted to use propane as a heat source. J Mastrantonio stated final connections expected to be completed by March 7, 2025.

New Business

1. PAYHOA Software - Change Management

S Pettigrew discussed the implementation of software that would allow homeowners to pay online, streamline bookwork, and handle maintenance requests. C Robinson (LCAM) assigned to look into BOD demo, projected costs, change management, homeowner education/training and the purchase of the monthly software.

Motion: Motion by P Ritchie and 2nd by D Stephenson to purchase HOA software, get a demo on the software capability, cost and change management. Passed 7-0.

2. Request to review Rental Rules + 6 months, short terms - per homeowner request:

A request to propose a temporary change to the park's rental rules to allow rentals for as short as one week up to a year for vetted individuals rebuilding in the community. It was suggested this as a win-win for rebuilding and attracting funds. However, there were concerns about the park's character if it became all rentals and potential risks that needed to be analyzed.

Motion: Motion to table this request by S Pettigrew and 2nd by D Stephenson. Passed 7-0



3. Number of properties homeowners can own:

The board discussed changing the number of properties a homeowner can own, currently limited to two. Concerns are raised about voting power and potential for increased rentals if the limit is increased.

Motion: Motion to table this issue by P Ritchie and 2nd by D Stephenson, to table the issue for now but the Board is to consider requests on a case-by-case basis. Passed 7-0.

4. Number of properties HOA can own:

The HOA's property ownership limit is currently set at five units, which requires a 75% homeowner vote to change. The board considers updating voting requirements to make changes easier in the future, based on HOA quorum vs total HOA count. The HOA currently owns four units.

Motion: Motion to table the issue by P Ritchie and 2nd by D Stephenson. Passed 6-1.

5. ARC - Architectural Review Committee - Construction requests:

There is a need to create a new Architectural Review Committee (ARC) & to follow legal procedures. The new committee would need to be created, set up routine meetings, open to HOA, to approve construction requests. The BOD would then receive the ARC's documentations to review/approve/deny at the next BOD meeting. There is a need for a new committee and new process/ documents. The board has the final say in the decisions made by the ARC.

Action: C Robinson (LCAM) will document new requirements - then we will seek new committee members

6. Sales - New format from homeowner and improved sales sheet:

C Stalioraitis discussed the need for a new & improved sales format documentation to provide more information to potential buyers. Additional information to be added to promote the park to newcomers. More organized forms and detailed information are required from the sellers.

Action: C Stalioraitis and C Robinson (LCAM) to discuss, revise and implement.



7. Reserve Study 2025

After using Reserve funding to replace common items and due to current state statutes, the Park needs to have a revised Reserve Study. The past recommendations are to have a Reserve study every 5 to 7 years, last one was 2021.

Motion: Motion by D Stephenson and 2nd by P Ritchie to get a current Reserve Study to identify Reserve items advanced replacement. Passed 7-0

8. Audit 2025

The last Audit was in 2008. With the upcoming retirement of T Hartmann makes sense to request an audit.

Motion: Motion by P Ritchie and 2nd by D Stephenson to hire a firm to complete a current audit. Passed 7-0

Homeowner Items received

- Request from a homeowner to discuss the reaction and situation with FEMA, in front of the media.
- A homeowner mentioned a program called Elevate Florida, which covers 75% of the cost to elevate homes- this was emailed to the HOA- thank you Ed .
- A homeowner raised a concern about the time limit for homeowners to clean up their properties and the authority of the board to enforce this. S. Pettigrew responded that the board has been lenient due to the mass devastation to some many but that the HOA will address hazardous situations and other violations moving forward.
- A homeowner expressed a concern about a hazardous leaning tree that was not replaced. J Mastrantonio agreed to address this issue as covered in the Maintenance Director report.
- Any concerns with our Water bills- based on recent news stories.

Assign Date and Time for the next proposed Board of Directors Meeting:

BOD Meeting: Thursday March 20th, 2025 2:00 pm in Clubhouse

Annual General Meeting: Wednesday March 26th, 2025 7:00 pm in Clubhouse

Members Open Forum

Adjournment: Motion by D Stephenson 2nd by T Kurmay to adjourn the meeting. Passed 7-0. Meeting adjourned at 3:23pm.

Submitted by: Andy Shankland, Secretary, Board of Directors
Sea Horse Park Homeowners Association, Inc.