



**Board of Directors Workshop Thursday April 10, 2025, at 4:00pm**

<b>Call to Order:</b>	President Susan Pettigrew called meeting to order at 4:20pm
<b>Location:</b>	Clubhouse & ZOOM
<b>Roll Call</b>	<b>Present:</b> Susan Pettigrew, Andy Shankland, John Mastrantonio, David Stephenson, Craig Langren, Camille Robinson LCAM <b>On Zoom:</b> Cathy Stalioraitis <b>Regrets:</b> Peter Ritchie

1. 2025/2026 BOD meetings - dates & times

- Reviewed calendar view of potential BOD meetings for 2025
- Special Meetings can/will be called if required.

2. Roles of BOD & contact information: *discussed various roles*

- To develop an “Orientation” committee led by Sales Director for induction of new Homeowners. New homeowners will also be required to sign forms indicating they have read and received Park documents Governed by the HOA.

3. Summer project ideas and overall park projects review

- Lists to be established- to discuss at next BOD meeting

4. Substantial damage letters- clubhouse, laundry

- 2 letters delayed receipt in office- due to PO box changes
- Need to request FEMA letters- email to be sent to Pinellas County Property Appraisal Account Portal- to be set up to be done by Camille (LCAM)
- Mtce director can work on detailed work sheets once determined access for commercial
- We have 2017 appraisal used for the clubhouse renovation project as a baseline. Cost of new appraisal for the clubhouse and the laundry facility if required \$1,000
- Need pre-storm pictures to request BVR's, virtually no damage to the Laundry room building.



5. Work plans - objectives & projects identified by director – work in progress
  - 2 to 3 goals for each director to be set, with dates by Q 2, Q3, Q4 Please email your goals to President before next BOD meeting
  - PAYHOA Zoom presentation/demo to be set by Camille (LCAM). Implementation dates and plan tbd
6. Committees:
  - Camille (LCAM) will send out formal email requests seeking volunteers for various committees
  - ARC – Architectural review Committee previously known as the Construction Review Committee. Seeking year-round residents to be part of the committee to cover the summer gap. There is a formal process required for homeowners to submit proposals with drawings/sketches for all construction outside work.
7. Job performance evaluations & vacation calendar: staff
  - The objective is to set clear goals (3-5) with measurable targets and then have midyear reviews and year end reviews + 2-way feedback. This will also be considered for HR for bonuses & or pay increase incentives for our staff. Will cover LCAM and Maintenance personnel
  - 2025 Vacation calendar to be developed
8. Standards
  - Previously known as Rules and Regulations- discussed the role of director & committee- changed now to “standards”
  - Discussed some new processes & responsibilities -to be documented and communicated to HOA by Camille (LCAM)
9. Resident Input Form
  - New form reviewed- to be communicated to HOA by Camille (LCAM)
10. Open discussion

**Adjournment;** Motion by A Shankland 2<sup>nd</sup> D Stephenson to adjourn. Passed 6-0. Meeting adjourned at at 6:17pm

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