**TOWN & RIVER CIVIC ASSOCIATION, Inc.**

**BOARD OF DIRECTORS MEETING MINUTES [Unapproved] South Pointe South Clubhouse Thursday, October 12, 2023**

**CALL TO ORDER** – President Craig O’Donnell

**OFFICERS, DIRECTORS, & RESIDENTS PRESENT**

A quorum was established.

Present: President Captain Craig O’Donnell, Vice President John Kristobak,, Treasurer Ann Marie Aeschliman, Directors Tom Aeschliman, George Winn, Kay Gloris, Marge Byrne, Mark Generales

Absent: Martha Smith, Myriam Lentz, Gary Hudson, Secretary Renee Notes

**APPROVAL OF MINUTES** – September 14, 2023, minutes were approved.

**TREASURER’S REPORT** – Financials were emailed to the Board.

* Outstanding Dues-Three (3) Owners still outstanding in paying mandatory dues
	+ 958 Empty Lot
	+ Sanchez home may be abandoned.  Send both Cert & Regular Mail (forwarding) available to get in touch with the owner about dues.
* Motion to approve financials-all in favor.

**DEEDS OF RESTRICTION/ARCHITECTURAL REVIEW COMMITTEE**

* All Plans/Permits are accounted for at the time of the Board meeting.

**OLD BUSINESS**

* + Establish Clear Cut Street Director Procedures for HOA Violations - Revised since last minutes on September 14, 2023
		- Initiate HOA Violation Process by Street Directors/Homeowner compliant through regular review of assigned streets

* ***Street Directors are to initially address violations with owners-by face-to-face or phone call or friendly reminder letter.***

* + Notify Exec Secretary Donna McClung to compose violation letter to the homeowner as next step if the owner(s) has not addressed the violation in a timely manner.
	+ Exec Secretary to send draft violation letter for review by Street Director and Architectural Review Chair

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***Continued Violation Procedures***

* After review and approval of violation letter, Exec secretary to send via Certified/Return Receipt letter to homeowner in violation of HOA Deeds of Restrictions
* Exec Secretary to send copy of violation letter to all members of the Town & River Board of Directors
* Follow up to be conducted by Street Director/Architectural Chair
* If violation not remediated timely Town & River HOA Board of Directors are to gain agreement on next steps with Homeowner in violation
* Motion to accept new procedures approved.

* **MUELLER LAWSUIT**

* + Suit over setbacks has been initiated again by owner’s attorney.
	+ Board to direct DeBoast Law Firm to answer attorney letter.
	+ DeBoast Fees and expenses to be paid by Town & River HOA

**NEW BUSINESS**

* + New Town and River FL email address for street director’s violation reporting

* **DORviolations@townandriverfl.com**
* **Please no longer use** **archreview@townandriverfl.com** **for reporting violations**

* + - This is to keep the violation and architectural business separate for better management.
* A new spreadsheet was developed in Google Sheets for tracking violations.  Here is the sheet address.  <https://docs.google.com/spreadsheets/d/1Z5Tim28A8qbTpzSiQRkdMVN4khybV6qrLtdGqKdz_jw/edit?usp=sharing>

This is an active spreadsheet allowing changes to be saved as you type.  If you have comments or suggestion on improving the sheet with additional columns for desired information, please provide Donna McClung your request at execsec@townandriverfl.com

Violation spreadsheet to be distributed via email by Executive Secretary before monthly board meetings

* Preliminary discussion about re-drawing Unit line for North Town & River
	+ Owners may opt-in without re-drawing
	+ Owners may not change Units

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* **ADJOURN**

Respectfully,

Donna McClung

Executive Secretary

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