



Spinnaker Point Condominium Association

4000 Bal Harbor Blvd. Punta Gorda Florida 33950

BOARD OF DIRECTORS MEETING

DATE: Feb. 4, 2026

TIME/LOCATION: 1 pm, Punta Gorda Public Library

Call to order: by Mary Buckley at 1pm

Members Present: Mary Buckley, Dave Ross, Carl Hansen

Members Absent: none

Vacancies: 4

Owners Present: Bruce & Mary Ann Delagrange, Stephanie Ross, Jim & Carolyn Hannon, Ed & Beverly Ormston, Lou Mayle, Arthur Colwell, Tom & Finola Wagner, Barbara Hansen, Joan Dickson, Phil Moran & Dianne Hall, Kevin & Debra Sandborn, Dean Metzger, Tom Albert, Bill & Ellen Hutt, Paul & Nancy Schmidt, Dom Misino, Jim Cull, Jerry & Nancy Gravina, Mel & Mary Schursky, Jackie Phillabaum, Jeanette Silhan, Mark & Janet Fishman, Joe DeBono, Jim Gibson & Gina Guillet

Owners present via zoom: Gary Huebner, Ed Sims, Jen Peters, Maggie & Jason Burke, Trish Rotham, Janet Griffin, and Mike Miele.

Appointments:

1. In view of the fact that 4 board members, including the president, vice-president and treasurer members resigned, a Chair Pro Tem needs to be appointed for this meeting.

Motion: Mary moved that she be the Chair Pro Tem for this meeting.

Motion 2nd: by Carl Hansen

Vote: Unanimous aye – Motion carries

2. Since the secretary is serving as Chair Pro Tem, we need to appoint a recording secretary to take the minutes.

Motion: by Mary Buckley that Barbara Hansen be appointed as “Recording Secretary,” for this meeting only.

Motion 2nd: by Carl Hansen

Vote: Unanimous aye, motion carries.

Past Board Minutes:

Motion: by Mary Buckley that the minutes of the June 20, 2025 meeting be approved without reading.

Motion 2nd: by Dave Ross

Vote: Unanimous aye, motion carries.

President's Report:

1. Resignation of 4 board members since the last meeting.:

Dan Devilbiss, President,
 Jason Penticoff, Vice President
 Jen Peters, Treasurer
 Scott MacLean, member

On behalf of the association, we want to thank them for their service, as we realize that it can be a time-consuming and demanding commitment, undertaken on a volunteer basis. The time they spent serving the community is appreciated.

2. Management Company:

- a. A number of concerns have been raised. One such concern was the voting process of the annual meeting and the handling of the voting proxies, sign-in procedure, tabulation of votes, minutes, etc. which need to be kept for 1 year after the meeting. Requests for copies have not been answered as yet. The minutes were to be prepared by RealManage and we have not received them. They had to be reconstructed by the board on recollection only.
- b. Association records files were given to RealManage for them to copy to the web site, but to date, they have not been posted, nor have we received them back. So far, they are unaware of the location of these records. We are concerned regarding the custody of the records.
- c. RealManage Owner portal: Documents have not been posted in a timely manner, which raises concerns when owners are unable to access documents such as proof of insurance for their lending banks. Owners are finding it difficult to navigate portal.
- d. Vendor and bidding procedures: Real Manage is in control of contracts, bidding procedures, etc. and we are not receiving the documentation on these. They submitted one proposal for the gutter repair, but no documentation. Apparently, they are not overseeing the projects and coordination which have had to be handled by Spinnaker owners though it's in their contract to do so.
- e. Operational procedures: The pool cover had not been ordered as requested, which is part of the management responsibilities.
- f. The new manager assigned to us, Tim White, has requested a meeting with the board. This will be done.

New Business:

1. Consideration for candidates for the vacant board seats:
 - a. 5 owners submitted their intent to be considered for these positions. Upon learning that there were more applicants than positions, one applicant volunteered to take his name out of consideration. The 4 remaining applicants are:
Joe DeBono, Jerry Gravina, Regina Guillet, and Mike Miele.
 - i. Jerry Gravina has volunteered to serve out the 2 year unexpired term of Scott MacLean
Motion: by Mary that the board appoint Jerry Gravina to serve out the 2 year unexpired term of Scott MacLean thru 2027.
Motion 2nd: by Carl Hansen
Vote: unanimous aye, motion carries.
 - ii. Motion: by Mary Buckley that Joe DeBono, Regina Guillet and Mike Miele be appointed to serve out the three unexpired terms which go thru 2026.
Motion 2nd: by Carl Hansen
Vote: unanimous aye, motion carries.
 - b. On behalf of the board, the association and the Spinnaker community, we want to thank these four people for their willingness to serve on the board, and we look forward to working with them.
 - c. An organizational meeting needs to be held to elect the officers of this new board. It needs to be held within the next 10 days. It can be done today or at a later date.
Motion: by Mary Buckley that this meeting be done at a later date.
Motion 2nd: by Dave Ross
Discussion: Delaying this meeting will give new members time to think about it.
Vote: 5 aye and 2 nay. Motion carries.
 Note: Date for this meeting will be posted at least 48 hours prior to the meeting.
2. Re-establishment of the Spinnaker Website (Spinnaker4000):
 Due to the difficulty of owners using the RealManage portal, we would like to get our own website back up to date. Not only is it easier for owners to access, but we can also add more community related activities, photos, etc to it. Mike Miele will take lead on this project. He had been doing it for a previous board for a few years.
Motion: Mary Buckley moved that we re-establish this website and try to get it up to compliance with state statute 718. We will remind people how to access the site.
Motion 2nd: by Jerry Gravina
Discussion: Mike can update site and make it manageable for owners. However, as long as we have full management, we will have 2 websites and perhaps Mike can make a reference to RealManage website on our site. He will work on getting everything on ours.
Vote: Unanimous aye, motion carries.

3. Reserve Study:

Mike Dixon had been working on this. A few questions remain to be answered. Joe Debono has volunteered to follow up on this study.

Committee formation: We would like to establish several committees to help manage Spinnaker and involve more owners.

1. **Welcome and Directory Committee:** The Association directory is a valued, community resource. In accordance with **Florida Statute 718**, the Association may produce a directory that includes unit owners' names, mailing addresses, and telephone numbers. Owners may **opt out** of having their telephone numbers published, and **written consent is required** for inclusion of email addresses.

The role of this committee will be:

- a. Maintain and update the Association directory in compliance with statutory requirements.
- b. Welcome new owners to the community.
- c. Assist the Secretary with lease documentation.
- d. Communicate with renters to ensure they feel welcomed and included as part of the community.

Motion: by Mary Buckley to form a Directory Committee, operating under the guidance of the Secretary, to produce and electronically distribute a Spinnaker Point Condominium Association directory in compliance with all applicable statutory requirements.

Motion 2nd: by Regina Guillet

Discussion: This is a very valuable publication, helping community members to reach out to each other for social occasions, as well as checking on neighbors in emergencies. Owners value this tool and it keeps us connected.

It has to be done according to requirements, so we encourage all owners to get their permission forms in as soon as possible.

Vote: Unanimous aye, motion carries

Motion: by Mary Buckley to appoint Barbara Hansen to the Directory Committee and to authorize her access to Spinnaker Point Condominium Association contact information as necessary to perform her duties. Additionally, at least one volunteer from each building may assist the Welcoming Committee.

Motion 2nd: by Dave Ross

Vote: Unanimous aye, motion carries.

2. **Document Review Committee:**

- a. The Association's governing documents are in need of comprehensive review, as there is significant language that requires clarification. Although the Rules and Regulations were reviewed last year, they were not brought forward by the Board for consideration.
- b. A call for volunteers was issued, and to date, only two members have responded to assist with the document review. These governing documents define the standards

we live by as a community, and we would strongly encourage additional owners to become involved in the process.

- c. Due to the late start in the year, it is unlikely that the document review will be completed within the current calendar year.
- d. Much work has been already started on the rules and regulations document, so that should move forward a little faster.

Motion: by Mary Buckley that the Board establish a Documentation Review Committee for the purpose of reviewing and, where appropriate, recommending revisions to the Association's governing documents, including the Declaration of Condominium, Bylaws, and Rules and Regulations.

Motion 2nd: by Jerry Gravina

Vote: Unanimous aye, motion carries

Motion: by Mary Buckley to appoint Jerry Gravina, Mary Buckley and Mel Schursky to the Document Review Committee.

Motion 2nd: by Carl Hansen

Vote: Unanimous aye, motion carries.

- 3. Rules enforcement Committee: Under Florida Statute 718, an Enforcement (Fining) Committee is required prior to the imposition of any fines or suspensions and must be composed of unit owners who are not Board members and are not related to any Board members, in order to ensure fairness and due process.

At this time, the Association's governing documents do not provide for fines or suspensions. Accordingly, I recommend that this item be tabled until the Rules and Regulations are amended and, if necessary, include the required language and procedures.

Motion: by Mary Buckley to table the formation of an Enforcement Committee until the Documentation Review Committee completes its work or until fine or suspension language is adopted, whichever comes first.

Motion 2nd: by Regina Guillet

Vote: Unanimous aye, motion carries

For the following committees, Board members will be appointed to serve, and a call for volunteers is extended to the membership to serve on these committees. Interested owners are encouraged to submit their names for consideration by contacting any Board member or by emailing **spinnaker4000@gmail.com**. Volunteer members will be officially appointed at a subsequent Board meeting.

- 4. Management Exploration Committee:

This is the Association's first experience with full management services. To date, the experience has raised concerns. The current management contract extends through end of June 2026, and in light of these concerns, I propose forming a Management Exploration Committee to identify and evaluate alternative management companies should the Association decide not to continue with RealManage's services.

Motion: by Mary Buckley to form a Management Exploration Committee, to serve in an advisory capacity only, for the purpose of identifying and recommending potential management companies for future services if needed

Motion 2nd: by Dave Ross

Discussion: Any owner is welcome to work on this committee. Just submit your name. Mary Buckley, Carl Hansen and Dave Ross will serve on this committee, along with any owners wanting to also serve on this committee.

Vote: Unanimous aye, motion passes.

5. Legal Representation Search Committee (for document review)

The Association will require **legal representation** to review its governing documents and to identify a qualified **law firm** for other legal matters that may arise.

Motion: by Mary Buckley to form a Legal Representation Search Committee, to serve in an advisory capacity only, for the purpose of identifying and recommending legal counsel to assist with governing document review and other legal matters of the Association.

Motion 2nd: by Dave Ross

Discussion: all agree this is necessary Mike Miele and Dave Ross will serve on this committee.

Vote: Unanimous aye, motion carries

6. Standards and Alterations Committee:

This was a long-standing committee that stopped being used by the last board. We would like to re-establish it in order to maintain the uniformity and maintenance of our buildings.

Motion: by Mary Buckley to reinstate the Standards and Alterations Committee, to serve in an advisory capacity only, that existed under a prior Board, for the purpose of protecting the physical structure of the Association, maintaining its functionality, preserving its visual appearance, and protecting property values.

Motion 2nd: Dave Ross

Discussion: Dave has been on this committee for years and it works well. Probably needs to get this in the by-laws to make official. Dave Ross will head this committee.

Vote: Unanimous aye, motion carries.

7. Building and Grounds Committee:

The Building and Maintenance Committee shall serve in an advisory capacity to the Board by monitoring the condition of the Association's physical assets and making recommendations regarding maintenance, repair, and replacement of common elements.

Motion: by Mary Buckley to form the Building and Grounds Committee.

Motion 2nd: by Dave Ross

Discussion: This committee would also oversee work projects. Joe DeBono and Dave Ross will chair this committee.

Vote: Unanimous aye, motion carries

8. Landscaping Committee

Landscaping crews and ground needs require constant supervision. This task could be rolled over to the buildings and grounds committee and they can appoint someone to oversee this area.

Motion: by Mary Buckley that we do not form a committee at this time, but be rolled over into Building and Grounds Committee.

Motion 2nd: by Dave Ross

Vote: Unanimous aye, motion carries

Owner Concerns: We feel there is a better way to address concerns -

We would like to start a process whereas the owners send their comments or questions to the board thru email or contacting a board member before the meeting. This ensures that the issue will be addressed and allows the board time to research the questions if necessary.

Owner comments:

- Dave Ross wishes to thank volunteers like Stevie Ross for pressure washing pool deck and Dean Metzger for painting the dock pilings.
- Barbara Hansen - We need a Dock Master. Joe Buckley volunteered to fill this position. Thank you Joe
 - Motion: by Mary Buckley that we appoint Joe Buckley as Dock Master
 - Motion 2nd: by Dave Ross
 - Vote: Unanimous aye, motion carries
- Bill Hutt – thanks Mary Buckley and all the new boards members for stepping up to serve our community.
- Arthur Colwell – the situation with the installed drainage system from downspouts on canal side needs to be addressed. It is washing out the dirt behind the seawalls. Joe DeBono says this will be addressed.
- Tom Albert – what will be the process for any community led projects to get reimbursed for materials. This comes from RealManage but will need to be further researched. Unfortunately this full management firm takes a 10% fee when they contract out jobs and another 5% if insurance is involved.
- Janet Griffin – Rules have not been enforced any more. Going forward we need to consider how to enforce them. Also, will we get minutes from this meeting? Yes.
- Bruce Delagrange – do we need to be full time resident to be on committees. No. Then I am willing to serve on Management review committee.
- Restart Community Volunteer Day – not only saves money but builds community spirit.
- Maggie Burke – Her opinion is that we do have option to do work without RealManage getting a commission.
- Tom Wagner – Can we buy out of RealManage contract? Contract very tight. We probably would need legal consul on that.

Condo Documents – apparently a box of our documents was given to RealManage to copy and we have not gotten it back. RealManage is not presently aware of the documents location.

- Ellen Hutt - Could we change the contract to just accounting and not full management? Don't know at this time.
- Are vents being cleaned? The board started a program where it would be done every 2 years. It was done after the hurricane 3 years ago and the schedule to do last year was passed to the new board then.
- Phil Moran – Will dock lighting be fixed? This is something we must work on.
To change the lighting, which everyone seems to want, we would need an owner vote, as it is a change in the common element, and we will look into this. Joe Debono said we need a new contractor now, but when he had them come out a couple years ago, they said it would need to be completely redone to get up to code. If we do this, it might be better to wait until we are not under full management.
- Dianne Hall – is there a liability issue without the lighting.
Suggestion made to get some solar lights as a temporary solution until the work can be done.

Next Regular Meeting:

TBA: Organizational Board of Directors – within 10 days and notice will be posted at least 48 hours ahead.

TBA: Regular Board of Directors Meeting

Adjournment:

Motion: by Mary Buckley

Motion 2nd: by Dave Ross

Vote: unanimous aye

Time: 2:15