

MEETING MINUTES

The meeting was held at 1225 Parasol Place, Pensacola, FL 32507.

Peter Andronaco, President of the Parasol East Homeowners' Association (HOA) Board of Directors (Board, or BOD), called the meeting to order at 10:00 AM on Thursday, March 17, 2022.

Peter indicated first notice of the BOD meeting was sent by e-mail on February 28 to members of the BOD, Board Advisory Committee, and Parasol Architectural Review Board (PARB). Mary Santina, Board Secretary, sent a second meeting notice via e-mail containing a meeting agenda and telephone dial-in instructions to all Parasol owners on Sunday, March 13, 2022.

Peter stated that 3 of the 4 Parasol board members were in attendance at the meeting (himself, Ned Cox, Board Vice-President, and Mary Santina), and the 4th Board member, Andy Tofe, Board Treasurer, was in attendance by telephone dial-in. As all Board members were present, Peter established a quorum.

Non-board members present at the meeting were J. D. Anderson and John Bridges. Non-board members dialing in to the meeting were David Landry, Tom Lantrip, Bobbie Buckalew, Mike Easter, Tom Allison, and Cindy and Lee Bloch.

Updated New Construction Rules:

Revisions to the previous version of the Parasol New Construction Rules were described and include:

- Requirement to place hay bales behind the sand/silt barrier to improve sand control
- Allow vacant lots to be used for vehicle parking and construction material storage as long as the lot owner's written permission to do so is obtained prior to commencement of work
- Inclusion of language covering repairs and renovations to existing homes (as well as new construction) has been added

Ned Cox motioned to approve the Updated Construction Rules. John Bridges seconded the motion, and the Board unanimously approved the Updated Construction Rules. The updated rules will be posted to the Parasol website found at <https://www.parasolhoa.org>.

Updated Gate Code Policy:

Revisions to the previous version of the Parasol Gate Code Policy were described and include:

- Repairs, renovations or other modifications to the exterior of an owner's residence and/or its landscaping requiring more than 10 working days to

complete will require a Contractor's gate code. Such repairs, renovations, or other modifications requiring fewer than 10 working days to complete should use the temporary gate code. The owner's personal gate code should not be used for this purpose.

- The owner's personal gate code is to be used by the owner and owner's family, and should not be used by Contractors, Sub-contractors, other workers or service providers, or non-family individuals. An owner's gate code used by non-family individuals will be deleted and that owner will need to request another personal gate code from the Board.

Mary Santina motioned to approve the Updated Gate Code Policy. The motion was seconded, and the Board unanimously approved the Updated Gate Code Policy. The updated policy will be posted to the Parasol website.

Bobbie Buckelew stated that a welcome package of Parasol information would be very beneficial for new owners in the subdivision. The Board agreed and will work with Bobbie to put together a Parasol information package that will be posted to the Parasol website. John Bridges stated he would coordinate with Etheridge to obtain front gate remotes for Bobbie.

Invoice Approval Process and Financial Monthly Reconciliation Process:

Andy Tofe described the procedures to use for invoice processing and financial statement monthly reconciliation, noting that the intent of implementing these processes is to facilitate preparation of the following year's proposed budget, provide an opportunity for Board Treasurer review, and to make reviewed monthly financial statements available to owners on the Parasol website.

Andy further noted the procedures will require coordination between the Maintenance Committee Chairperson, Board Treasurer, and the Association Manager (Etheridge Property Management). Andy and John Bridges both indicated some time will be required to make sure the procedures are working smoothly.

Peter Andronaco motioned to approve the Invoice Approval Process and Financial Monthly Reconciliation Process, and Mary Santina seconded the motion. The Board unanimously approved both processes which will be posted to the Parasol website.

Committee Appointments:

Peter Andronaco noted that there had been a resignation from the PARB and Landscape Committee earlier this year. He further noted that Ken Jenkins has agreed to serve as interim PARB chairperson, and that Doug Buelow has joined the Landscape Committee.

Parasol Website:

Ned Cox discussed plans for updating the Parasol website, making the website more user friendly, raising awareness of the website among owners, and using it as a communication tool and primary source of information.

Ned will be the lead contact for matters pertaining to the Parasol website, and is working with Kimberlie Turk to update various parts of the website. Kimberlie built the Parasol website and is currently contracted by the Association to maintain it. Kimberlie will provide Ned with a cost estimate to account for an increase in her time required to modify and maintain the website. To simplify the flow of information to Kimberlie, Ned will act as the point contact for materials to be posted to the website.

New Business:

John Bridges updated the meeting on the following points:

Front gate and pool camera system – the cameras have been installed and are active; one camera views the front entrance and exit gates, the other views the pool deck towards the southern pool gate. John noted that the system will continuously record 30 days of data, is not motion activated and can currently be accessed by himself and Ken Jenkins, who is the pool contact on the maintenance committee.

Pool cabana maintenance – painting, caulking, and other cabana maintenance activity will be conducted over the next few weeks. John noted the cabana restroom code was cancelled several weeks ago after someone soiled the restrooms. A new restroom code will be sent to all owners with a reminder not to provide the restroom code to anyone outside of family and guests.

Sidewalks and curbs painting – The sidewalks have been painted. There are a few areas that will require some touch-up work. Curb painting should start in the next 1-2 weeks depending on weather, and the entire process will take several weeks to complete. Owners will be notified when the curbs in front of their house are scheduled for painting. Bob Thomas is the point person on the Maintenance Committee in charge of the painting.

Bollard lighting – J. D. Anderson noted the replacement bollard near 1235 Parasol Place is currently being installed. Wiring for a new lighting bollard near 1218 Parasol Place is also currently being installed and the bollard will be installed in the next several days, weather permitting.

Front entrance gate not closing – John noted the front entrance gate has been sticking in the open position. He has had initial discussions with repair people and thinks the issue is moisture in the gate control.

Attorney's letter to homeowners – Peter noted the Board received several inquiries from owners regarding potential violations of the 4th amendment to the Parasol Declaration of Covenants, Conditions, and Restrictions (CCR), and mentioned the reasons why the Board requested an opinion from the HOA's legal representative. He further described why the Board unanimously agreed to send the letter to all homeowners by US Post and e-mail from the legal representative's law office and not from the Board.

During the ensuing discussion several owners indicated:

- The letter's definition of rent or lease is overly broad, and asked the Board to clarify or modify it
- The 4th amendment is intended to prevent AirBnB, VRBO, and similar rentals, and not to prevent homeowners from allowing guests to use their homes
- Homeowners should have the ability to have contractors or other service providers stay in their homes while performing work on site
- The HOA Manager should be responsible for contacting an owner when an issue arises at a specific residence

Peter noted the Board is not trying to prevent homeowners from having non-family guests or contractors and/or other service providers stay in their homes. He further noted the difficulty the Board faces in distinguishing between occasional instances of having non-family member guests when an owner or member of an owner's family is not present, and the weekly occurrences of that happening all summer at some residences.

Peter stated the Board would work to find a solution that is acceptable to homeowners, and asked owners to provide written suggestions for a solution.

Owner Forum:

Peter asked if owners present at the meeting had any other business they wished to discuss. There being no other discussion items, Ned Cox motioned to adjourn the meeting. J.D. Anderson seconded the motion and the meeting was adjourned at 11:18.