

## Secretary's Notes for the 4/9/25 Board of Directors Meeting

### Distribution of Secretary's Notes

Notes are prepared after each meeting of the Board of Directors. These are not the official minutes of the meeting but are created and posted to the Masters website to share information with the members of the community. It was decided to send out an email to the members letting them know it had been posted.

### CIT Update

Dusty Rhodes (Vice President) provided an update on the CIT committee of Pelican Sound. The purpose of this committee is to make recommendations for Pelican Sound and the various communities and HOAs.

- Personal Email Addresses – it was advised that personal email addresses not be used for conducting HOA business. Masters Board members will be creating new email accounts specific to their roles on the Board of Directors.
- Websites for the Communities/HOAs – there is a mixture of platforms being used within Pelican Sound to support the various communities and their website requirements. The committee is reviewing several options to standardize this effort for all of Pelican Sound.
- Document Repositories – there are several repositories for documentation required to be maintained by both Pelican Sound and the HOAs. The Masters has used their own website in the past but has migrated much of this responsibility to Frankly Coastal. Pelican Sound also has many of our governing documents but there is no real process in place to ensure all revisions/amendments are captured. More research is needed in this area.

### Collections Policy

The Board discussed the issue of late charges, grace periods and time frames for the collection policy being proposed. Our governing documents support charging a late fee and the Board agreed to approve the policy once it had been re-circulated for final review.

### ARC Maintenance Update

The ARC Committee inspected the condition of the front doors, garages doors and mailboxes. The paint on the front doors and garage doors looked good with some very minor cosmetic blemishes. Several of the frames and thresholds looked in need of repair but it was determined that this is a homeowner responsibility. New flags are needed on 7 mailboxes and 15 were noted as having gaps on the inside. It was agreed that ASAP would be hired to replace the 7 flags and caulk the 15 mailboxes with gaps.

### ARC Violations Tracking

There is concern that the PS ARC is not following up on violations. Frank has been working with Denise to better synchronize this effort. He has loaded everything from the PS ARC and the Masters ARC into his system and he will meet with Denise and provide status at the next meeting.

### Reserve Account Consolidation

Frank to provide the forms for signature to move the funds to Schwab the week of 4/14/25..

### Amendment Signing

It was determined that modifications are needed to the transmittal document before it can be signed and filed with Lee County. Frank will have this corrected and we will sign it the week of 4/14/25.

### Continuing Education

Frank advised that a course has been scheduled for mid-May and he will provide the information so that the Board can register to attend. There is also an online course available to new Board members.

Lynelle Reney (Moscaritolo)  
Masters Secretary