

Lely Civic Association, Inc. (Lely Golf Estates) c/o Anchor Associates, Inc.
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Maya-Ashley Francois, CAM, Anchor Associates Inc. – for Lely Civic Association, Inc.

Date: Tuesday, May 21, 2024

Time: 6:00 pm

Place: Kemp Hall at Lely Presbyterian Church, 110 St. Andrews Blvd, Naples, FL 34113

MEETING AGENDA

Call for speaker sign-up: Prior to the start of the meeting members had an opportunity to sign up to speak regarding any item on the agenda. Maximum of three minutes per item.

- **Certification of the Presence of a Quorum & Proof of Notice** – Quorum was achieved. Signs were displayed throughout the community more than 3 days prior to the meeting, and it was placed on the website 48 hours prior to the meeting.

EVENT	NAME	POSITION	STATUS
Lely GE Board Meeting May 21 2024	Laura Mann	President Pinehurst Estates	Present
	Charles Schnell	Vice President Pinehurst Estates	Absent
	John Clifford	Treasurer Unit 1	Present
	Ellen Clifford	Secretary St Andrews West	Present
	Linda Jorgensen	Forest Hills	Absent
	Joyce Erickson	Forest Hills	Absent
	Nancy Wojcik	Saint Andrews East	Present
	Tom Connolly	Saint Andrews East	Present
	Stephanie Earnhart	Pinehurst Estates	Absent
	Lisa McGarity	Forest Hills	Absent
	Daniel Denis	St Andrews West	Present
	Todd Schilling	St Andrews West	Absent
	Carolyn Messere	Unit 1	Present
	Tillie Mihalovich	Unit 1	Present
	Thomas Smith	Unit II	Present

Present: Maya-Ashley Francois, CAM, Anchor Associates Inc. – for Lely Civic Association, Inc.

- Call Meeting to Order: Laura called the meeting to order at 6:14 pm
- Minutes of Prior Meetings: Carolyn moved and Nancy seconded to waive the reading of the prior meeting minutes and approve the minutes (April 2, 2024 Board Meeting). All board members present voted in favor; motion carried.
- Reports of Officers • President's Report:
 - Anchor Contract Status: Laura met with Brad & Maya, items discussed: status of violations to be updated in a timely fashion so that all can go on the portal to check status, including compliance status and updates w/notes. Anchor to send emails to relay updates to members. Anchor did not agree to a 24 hour turnaround, committed to 48 hours. Emails – all emails sent to Anchor to be acknowledged within 48 hours of receipt. It was agreed that any emails about finances should go to the Board Treasurer to answer/get the answer before reaching out to Anchor; queries about Board information goes to the Secretary to follow up. All emails should cc the Secretary. Tom suggested that any time a Board member sends a question to Anchor, it should be cc'd to the Board Execs (President, VP, Treasurer and Secretary). Anchor maintains the contact list of all members and actively updates when homes are sold. Tillie made a motion to sign contract with Anchor, Nancy seconded, motion made, John abstained, all others voted in favor; motion carried.
 - Finalizing board roles and meeting process documents. Laura asked for a motion to accept these documented guidelines, Tille moved, John seconded – noting that these are guidelines so can be edited. Motion carried.
 - HOA law firm contact policy: point of contact with law firm was discussed. John requested that whoever contacts the lawyer inform the rest of the Board. The Board agreed that the point of contact would be the President (or Acting President) or Secretary. Ellen suggested that a frequently asked questions(FAQ) list should be created on the OurLely.com website to help members.
- Secretary's Report
 - New Residents – 8 residents have been sold and 11 new leases have been signed since our last meeting.
 - St Andrews West Amendment in support of the transfer of street sign responsibility to the MSTU has been recorded.
 - Lely Presbyterian meeting space: Ellen met with the church's finance officer and received agreement to reserve the time from 6 -7:30 pm for board meetings. The church will require us to sign a contract and will raise the rental fee by the end of the summer. This will impact on our budget.
 - Email consent campaign – Mailing documents and communications impacts our annual budget. Ellen is launching a campaign to get members to agree to receive their communications via email rather by USPS when possible. All board members can help by asking their non-emailing members to consent to getting contact via an email address. Ellen will work with Anchor to get the complete list of members who have not agreed to use email and will send each Board Member the new form with a list of constituents to ask to sign the new consent form. Anchor will verify changes to all emails.

- Treasury report:
 - May & April's budget performance was reported. We were owed an additional \$12,795 in dues for FY2024 as of April 30 and should receive most of this before June 1.
 - 121 HOA members had not submitted 2024 dues as of May 13th and were sent second notices informing them that dues must be paid by June 1 or the HOA member is delinquent and not in good standing. After June 1 I'll reach out to Anchor to take the next step. Laura reminded the board that our policy states if a member owes \$200 or more, it's sent to collections. Less than \$200 owed and the account is marked as delinquent. John is keen to collect on the members who are seriously in arrears. Laura reminded all that HOA can only collect up to 5 years back. Leins can only be placed if debt is over \$1000 according to new HOA laws. The HOA is tracking to our budget; big concern is keeping our legal fees down.

Month	Checking	Savings	Total	\$ Change	% Change
February 2024	\$64,703.22	\$10,695.66	\$75,398.88	--	--
March 2024	89,146.01	10,700.19	99,846.20	\$24,447.34	32.4%
April 2024	85,466.82	10,704.57	96,171.39	(\$3,674.81)	(3.3%)

- Committee Reports
 - ARC – Lisa McGarity: Laura spoke on this for Lisa. There are 10 open requests that are overdue based on our policy to turn these requests around within 2 days. The committee is working to catch up this week.
 - Nominating – Tillie Mihalovich: previous Unit II resident has withdrawn their application for the board; there are no more candidates.
 - Public Relations – Laura Mann: Tony Branco resigned as president of the MSTU, no new president yet. Discussion of speed bumps, i.e. an elevated sidewalk crossing on St. Andrews Blvd near the Four Fountains complex as that is a school bus stop. It's very difficult to get traffic calming measures approved so going for the elevated crosswalk. Lely Beautification/MSTU has a vacancy now, looking for applicants.
 - Publicity – Ellen Clifford: the spring newsletter is out, please give feedback, please help find advertisers and send them to Ellen. Looking for ideas for articles for the next meeting.
 - Violations – Maya-Ashley/Laura -updates on Violations process and timeline formalization; decision on Unit 1 residents request for exemption to RV covenants: Laura reported that the Violations Committee stated they were not going to agree to any fines decided by the Board because they claimed the Board conducted selective enforcement. Laura read the definition of selective enforcement "when the association acts arbitrarily by enforcing the same covenants differently from one owner to another." She posited that confusion might

have arisen because they forgot to consider that we have six sections and they may not have the same rules. Laura emphasized that there has been no selective enforcement. There have been 124 violations thus far this calendar year but only 6 have gone to a hearing as most offenders have rectified the violation within the generous time allowed. Outstanding violators have had plenty of time to rectify and have chosen not to comply. Members of the Violations committee are obligated to hear the Boards' recommendation with an open mind, and only vote on information concerning the violation at issue and vote to fine or not to fine. If not fined, a new violation process will start for those offenders if they have not rectified the violation. One member of the Violations committee has resigned, Sheldon Gothberg submitted interest in joining committee. Tom asked to approve Sheldon and Nancy seconded, no objection to having Sheldon appointed to the committee. Decision on 104 Warwick Hills member – the HOA's legal counsel has advised that the member has no legal right to park the RV on his drive; he could put it in his backyard as long as it's hidden, not visible from the street - state and county law says it cannot be visible from the street. The owner will be notified via certified mail.

- Old Business –
 - 142 St Andrews Blvd was fined for short term rentals in 2023, they did not pay. The Owner seemed to have stopped renting for a while, but there is now new evidence that they have been letting for short term rental - since January. Request of the Board to fine them the maximum allowed (\$100 a day – maximum 10 days as allowed by statute) as they have exceeded more than 10 consecutive days of short-term rentals. Laura asked that we levy \$1000 fine, Nancy so moved, Ellen 2nd, motion passed.
 - 110 Oakland Hills – owner has provided an update on violations: removed dead tree, determined a method to safely cover the pool to align with county regulations. Currently the owner is procuring estimates for a pool cover that will satisfy the HOA and county regulations.
- New Business –
 - House in between Forest Hills and Bay Meadows Pebble Beach Blvd is collection a lot of garbage on their lot. This happens frequently, the owner always cleans it up when they are notified.
 - Maya informed the board that she will miss the June 18th board meeting. She will make arrangements to have the bridge set up for the call and will make John an admin so that he can run the Zoom call function.

Adjournment: Motion was made by Tom C. to adjourn the meeting, meeting adjourned at 7:12.