

Lely Civic Association Board Meeting Minutes

Date: May 20, 2025

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

MEETING MINUTES

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** – Several board members had not supplied a valid certificate of completing the Florida Statute mandated Board Mandated Certification course for directors elected or appointed on or after July 1, 2024, which states that directors must complete the BMC within 90 days of election or appointment and every four years thereafter (statute 723). A board Quorum was achieved despite this. 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.

Name	Position	Status
Laura Mann	President Pinehurst Estates	Present
Charles Schnell	Vice President Pinehurst Estates	Present
John Clifford	Treasurer Unit 1	Present via Zoom: suspended pending certificate of completion
Ellen Clifford	Secretary St Andrews West	Present via Zoom: suspended pending certificate of completion
Linda Jorgensen	Forest Hills	Present
Lisa McGarity	Forest Hills	Present
Joyce Erikson	Forest Hills	Present
Nancy Wojcik	Saint Andrews East	Present
Tom Connolly	Saint Andrews East	Present
Todd Schilling	Saint Andrews West	Absent
Carolyn Messere	Unit 1	Present: suspended pending certificate of completion
Tillie Mihalovich	Unit 1	Present: suspended pending certificate of completion
Thomas Smith	Unit 2	Present
Maya-Ashley Francois	CAM, Anchor Associates	Present

Call Meeting to Order: Laura called the meeting to order at 6:17 PM

• **Minutes of Prior Meetings:** March 18, 2025 Board Meeting minutes. Charles moved to waive the reading of the meeting minutes as documented and accept. Joyce requested an amendment as her name was not noted as present. Lisa made the motion to accept the minutes amended to include Joyce, Nancy seconded the motion; all board members present voted in favor; motion carried. April 20, 2025 Closed Meeting Minutes; Laura made a request to go into an executive session after the meeting to discuss the formal vote on those minutes. Motion was made by Lisa, seconded by Chuck, motion carried.

• **Reports of Officers:**

• **President Report:**

- Laura reminded members that bylaws are rules and regulations that the board members follow to conduct association business, and the covenants are a set of rules and regulations covering what homeowners can and cannot do within their section dealing with architectural to guidelines and community standards. She reminded the board to articulate the difference between bylaws and covenants; the most recent versions of the covenants are posted on the website.
- Laura stated that we're missing the owners request form and the resolution for records request package on our website and asked for a motion to amend the approved resolution to include the missing forms. Joyce so moved, Lisa seconded, motion carried. Laura stated she would make sure the proper documents were on the website.
- In January of this year a new State Statute 720.303 b(1) requires posting docs on website or portal. Laura reviewed the different documents and where they should appear with the board. Laura verified that all documents are on the website and has asked Maya to make sure they're on the portal. There was a discussion about posting the board insurance on the website and/portal. It was agreed to leave the insurance posted on the portal only. Board certification is on the portal, and all agreed to add them to the website. Member meetings will need to be noticed in advance on the website (14 days) and portal (7 days). Maya confirmed that accessible records are posted as required on the portal.

• **Vice President's Report:** None

• **Secretary's Report:**

- Tabled

• **Treasury report:**

- Tabled – the report was mailed to the board before the meeting.
- Laura raised an issue re a homeowner has requested a payment plan to pay his outstanding balance. Will include all fees and must be completed paid over the next six months. There will be a formal contract with the homeowner and a lien will be levied if payments are missed. The association's lawyer will prepare the document. Motion was made by Tom Connolly and seconded by Tom Smith to grant the payment plan, motion carried.

• **Committee Reports**

- **ARC** – Lisa McGarity: requests for window changes and some well issues.
- **Nominating** – Tillie Mihalovich: Laura introduced a candidate to be appointed to the board to fill open two-year term for Unit 2 – Carolyn Roth. Tom Connolly made the motion to accept; Chuck seconded, motion carried. Carolyn was welcomed and asked to confirm their board specific contact information to Maya and Ellen before the next meeting.
- **Public Relations** –MSTU: Lisa reported lightning damage to poles and trees on the St Andrews East entrance; the MSTU will be fixing. Hibiscus is selling the parcel adjacent to Doral entrance and has asked us about our plans for pavers and bench. The electrical components to the entrance sign and bridge have easement rights on the piece of land that has an easement – for signs and monuments. The HOA is addressing, with county, to see if we can maintain the easement. The plan is for the HOA to keep the easement to ensure continuity of support for our signage and lights into Unit I. There's a concern that the new owner may try to place an entrance onto Doral from the parcel.

- **Public Safety** – Laura shared concerns from residents that between PUR project and new traffic pattern being proposed at Rattlesnake and Augusta that there may be more traffic going down St Andrews Blvd. John confirmed that the county said they will not spend any funds on temporary traffic calming before those projects are completed. Lisa attended the open meeting about the new traffic pattern coming out of Augusta and Royal Woods. The proposal is only right turns from that intersection. They are adding U-turns on St Andrews and Santa Barbara. There was a discussion about the placement of the speed limit sign east bound on St Andrews Blvd to move it further east. Lisa and John will investigate with the MSTU. John has a plan to get residents' signatures for the traffic calming. The County is still deciding the number and placement of the speed bumps. John will write an article for the newsletter. Lisa wanted to make sure that the existing speed bumps will stay in place once the construction is completed.
- **Publicity** – Ellen Clifford: Newsletter under construction and will send the schedule for production to board, hope to get the newsletter out to 2nd – 3rd week in June.
- **Violations** – Maya-Ashley/Laura: discussion about how to maintain status of violations on the portal. Maya related that 384 Forest Hills violation for a ATV parked on lawn. The owner said they will send an email to request more time to correct. Initial violation letter sent April 23 giving 5 days to place in closed garage. It's still there so Laura recommended we move to fine the resident. Lisa moved and Tom Conolly seconded to send a letter to the resident stating that the resident has 24 hours to rectify, else it's on the agenda of a hearing meeting in 14 days to set or cancel the fine. Once that's meeting is held, then the issue will be decided and disclosed at the next Board meeting. 224 Bays Meadows homeowner has put up a tiki hut without a permit of ARC approval. A letter was sent out. The Violations Committee will need to follow up on the status of this violation. Their documents forbid additions of structures and the county forbids them too. 67 Pebble Beach Blvd is a rental and a sign is posted which is not allowed under HOA rules. The realtor was contacted and informed, he has requested to leave the sign up. After discussion, Lisa moved and Charles seconded that we not allow signs for rentals. The motion passed. Abingdon Village residents park large trucks on Pebble Beach Circle which is believed to be illegal. Laura will check to confirm that the County does not allow on-street parking.

Unfinished Business:

- Lisa initiated a discussion about addressing the abandoned house on Pine Valley Circle. A Vista Palms resident raised an issue about the Pine Valley home being an eyesore. Laura explained she has the contact for that home and is working to hold them accountable. The Vista Palms resident also raised an issue about the house adjacent to the Vista Palms parking lot on Pine Valley Circle with multiple cars parking on the lawn. Laura asked the resident to supply photos with time stamps of the car issues. The last issue raised was concerns about a house on St Andrews being a short-term rental.
- John asked about the status of the reported violations in Unit I. Laura took the action to email John with an update after the meeting.

Adjournment: Motion to adjourn was made Lisa, seconded by Chuck; meeting adjourned at 7:20 pm