

Lake Tarpon Sail & Tennis Club Common Elements Board of Directors Meeting

Date: April 6, 2026

- Date & Time: 04.06.2026 @ 6:33 pm
Location: COMMODORE CLUBHOUSE & VIA ZOOM
Attendees: ['John Haverty President', - 'Barbara Barry for Trixi Emden Vice President', 'Richard Troxell Treasurer', "Barry Case Secretary', Quorum is met
- Ameritech Property Manager Kristen Marchese
24 members & 3 via zoom

1. Executive Summary:

- Purpose: Combined board and community session covering financials, clubhouse renovations and readiness for the April 25 Grand Opening, fundraising operations, dockmaster transition, kayak storage policy and legal guidance, traffic calming (speed bumps/humps), and facilities maintenance (deck and tennis courts).
- Key Outcomes:
 - Financials reviewed; total assets approximately \$440,215.31 with pooled and line-item reserves detailed; delinquencies under 30 days and within normal variance. Clarification needed on "interest reserve."
 - Grand Opening confirmed for April 25, 5:00–9:00 PM; fundraising committee meeting at 5:30 PM on April 8, 2026; draft cash-handling rules to be proposed.
 - Clubhouse renovations nearing completion with targeted painting, door sweeps, weatherproofing, and electrical fixes before the event; volunteer Cleaning Day planned for April 11, 9:00 AM–12:00 PM.
 - Fitness center equipment: approval to procure a multi-station machine financed upfront by Michael and reimbursed via fundraising; plan to service existing cardio equipment and explore additions.
 - Kayak storage: broad consensus to remove visible racks and relocate storage under the deck; intent to "grandfather" current payees and cap usage at 2026 paid users, subject to attorney guidance; develop dues compliance and abandonment procedures.
 - Traffic calming: approved purchase of two speed bumps/humps for trial near Club One and approach areas; final placement to follow.
 - Facilities: deck safety repairs to be quoted; explore interim "paint party"; assess tennis court lighting repairs and reserves.
 - Governance: Chair reinforced structured meeting conduct with recorded questions addressed post board deliberation.

2. Key Action Items/Commitments for [User's Name]:

- No explicit tasks were assigned to [User's Name]. If you are part of the board or committees, consider:

- Volunteer for Clubhouse Cleaning Day on April 11, 2026 (9:00 AM–12:00 PM).
- Attend Fundraising Committee meeting on April 8, 2026 (5:30 PM).
- Participate in Grand Opening on April 25, 2026 (5:00–9:00 PM) and provide feedback.
- Share referrals for a prospective dockmaster to the board.

3. Detailed Breakdown by Topic:

Topic 1: Meeting Conduct and Agenda Management

- Summary of discussion points:
 - Chair emphasized orderly conduct: board discusses first; floor comments limited; questions recorded and addressed after board deliberations.
- Decisions made:
 - Adopt structured format for discussions and floor comments.
- Action items/commitments and assigned owners:
 - Record questions during each agenda item and address after internal discussion. Owner: Speaker 4/Board. Timeline: Ongoing.

Topic 2: Financial Report

- Summary of discussion points:
 - Operating account (South State): \$129,777.86.
 - Reserve funds (South State Reserve): \$286,805.06; CD: \$12,830.90.
 - Delinquencies: \$19,601.49; mostly under 30 days and within normal variance.
 - Total assets: \$440,215.31; balance ties.
 - Liabilities include special assessment liability: \$68,972.86; line-item reserves for painting (\$10,592.27), tennis courts (\$9,103.49), roof (\$11,558.76), seawall (\$19,864.79), storm drains (\$41,146.00), dock (\$25,272.00), concrete/sidewalk/driveway (\$6,999.23), paving (\$55,003.92), HVAC (\$9,363.57), interest reserve (\$7,519.73).
 - Pooled reserves total: \$34,310.62; Prepaid: \$21,160.00; Equity capital: \$82,668.43; Net income gain/loss: \$55,715.92.
 - Question raised on “interest reserve” purpose (unclear).
- Decisions made:
 - None finalized regarding the interest reserve; seek clarification.
- Action items/commitments and assigned owners:
 - Clarify “interest reserve” GL purpose and categorization. Owner: Speaker 2 (Kristen) to ask Brian (Speaker 12). Due: Prior to next meeting.
 - Monitor delinquencies; expect normal clearance as dues received. Owner: Finance/Board. Timeline: Ongoing.

Topic 3: Fundraising and Events

- Summary of discussion points:

- Fundraising committee meeting scheduled for April 8, 2026 at 5:30 PM.
- Draft rules for handling cash and approvals to be proposed to board and published once approved.
- Grand Opening set for April 25, 2026 (5:00–9:00 PM) with food truck and music; event setup to simulate configurations; feedback sought.
- Decisions made:
 - Proceed with Grand Opening event plan on April 25.
- Action items/commitments and assigned owners:
 - Finalize and submit cash-handling and approval rules. Owner: Speaker 6 (Michael)/Fundraising Committee. Due: Before or at next board review; aim prior to April 25, 2026.
 - Coordinate vendors (food truck, music) and event setup. Owner: Speaker 6/Fundraising Committee. Due: By April 25, 2026.

Topic 4: Clubhouse Renovation and Readiness

- Summary of discussion points:
 - Upstairs and downstairs nearing completion; focus on painting, ladies' bathroom, baseboards.
 - Stairs work planned for April 7–8, 2026; area closed during work.
 - Door sweeps for rear and front glass doors to eliminate gaps; weatherproofing via caulking and stripping at thresholds to mitigate moisture ingress.
 - Electrical receptacle issues on one side require electrician troubleshooting.
 - Furniture/AV: TVs being installed; furniture incoming; plan for chair racks to support multi-use configuration; tables stored upstairs and downstairs.
- Decisions made:
 - Proceed with door sweeps and weatherproofing; maintain multi-use configuration with chair racks and select stationary furniture.
- Action items/commitments and assigned owners:
 - Schedule and complete painting. Owner: Project representative/paint contractor. Target: Before April 25, 2026.
 - Install door sweeps on rear and front doors. Owner: Project team/contractor. Due: By April 8, 2026.
 - Implement caulking/weather stripping at thresholds. Owner: Contractor. Timeline: Within next 1–2 weeks.
 - Diagnose and fix non-functioning electrical receptacles. Owner: Electrician/Contractor. Target: Before April 25, 2026.
 - Assemble furniture and complete cleanup. Owner: Board/Volunteers. Timeline: Ongoing; see Cleaning Day.

Topic 5: Clubhouse Cleaning Day

- Summary of discussion points:
 - Volunteer cleanup proposed for April 11, 2026 (9:00 AM–12:00 PM), contingent on contractor completion to avoid overlap.

- Focus areas: pool table, exercise room, general dust/debris; prior volunteer work refreshed furnishings and card room/library setup.
- Decisions made:
 - Proceed with planning and community notices for April 11 cleaning day.
- Action items/commitments and assigned owners:
 - Send email and Facebook posts recruiting volunteers. Owner: Speaker 4/Board. Due: By April 10, 2026.
 - Coordinate cleaning scope and supplies (rags, cleaners, vacuums). Owner: Board/Volunteers. Due: April 11, 2026.

Topic 6: Fitness Center Equipment

- Summary of discussion points:
 - Michael offered to purchase a multi-station machine upfront (couple thousand dollars), reimbursed from fundraising proceeds over time.
 - Rationale: multi-station covers more needs and reduces liability versus multiple single-use machines; weight set costs noted.
 - Cardio: clean/service existing treadmill; add recumbent/sit-on bikes; possibly another treadmill; three TVs installed in gym.
- Decisions made:
 - Accept Michael's offer; reimburse via event fundraising.
- Action items/commitments and assigned owners:
 - Procure and install multi-station machine. Owner: Speaker 6 (Michael)/Fundraising; Board oversight. Timeline: Target before or shortly after April 25, 2026.
 - Clean and test existing treadmill/equipment; assess repairs. Owner: Board/Volunteers/Contractor. Target: Before April 25, 2026.
 - Explore acquisition of additional cardio equipment (bikes/treadmill) via donations or budget. Owner: Board/Fundraising. Timeline: Ongoing.

Topic 7: Event Infrastructure (Ping Pong/Buffer Top)

- Summary of discussion points:
 - Proposal to add a ping pong table top that doubles as a buffet surface to reduce need for extra folding tables; consider stools and layout.
- Decisions made:
 - Concept supported; specifics to be worked out.
- Action items/commitments and assigned owners:
 - Source ping pong/buffet top and stools; confirm layout fit. Owner: Board/Facilities. Timeline: Post-renovation; aim before frequent event use.

Topic 8: Dockmaster Transition and Kayak Discussion (Operations and Governance)

- Summary of discussion points:

- Dockmaster Kevin wishes to step down once a replacement is found; preference for a boat-owning community member.
- Kayak storage background: boat ramp repurposed; racks moved several times due to Club Two view complaints; current racks considered unsightly and underused; storm burdens on waterfront residents.
- Decisions made:
 - Begin search for dockmaster replacement.
- Action items/commitments and assigned owners:
 - Announce and solicit candidates for dockmaster; coordinate transition with Kevin. Owner: Board. Timeline: Begin immediately.
 - Schedule kayak storage policy discussion and vote with historical context and dockmaster input. Owner: Board/Kevin. Timeline: Next meeting (date not specified).

Topic 9: Kayak Storage Policy (Relocation, Grandfathering, Legal, Fees)

- Summary of discussion points:
 - Consensus to remove visible racks and relocate kayaks under the deck to reduce visual impact; first-come access; alternative lock points/cages for Club One; home storage encouraged.
 - Grandfathering proposal: cap usage at 2026 paid users; no new additions; cap decreases as current users leave.
 - Counts unclear: references to 3, 6, or 8 paid for 2026; Eleanor Daly paid for two; need record verification.
 - Legal guidance (via attorney Steve Nikoloff's office): amenity should not be eliminated outright; compliant process for abandoned items possible after notice; board seeks detailed protocol.
 - Dues compliance issues: ~60% of kayak owners reportedly unpaid; many kayaks neglected; need owner tagging/contact list and storm-securement responsibilities.
 - Fees/refunds: consider refunding 2026 fees if storage form changes; alternative to charge reduced under-deck fee to aid tracking and abandonment enforcement.
- Decisions made:
 - Preliminary direction to maintain the amenity, change its form to under-deck storage, and grandfather current payees; await attorney confirmation.
 - Strong sentiment to remove kayaks from Club Two sightlines; proceed with abandonment protocol development for unpaid/abandoned kayaks.
- Action items/commitments and assigned owners:
 - Verify definitive list of 2026 paid kayak storage users; reconcile discrepancies. Owner: Speaker 4 and Speaker 12 (Brian). Due: As soon as possible.
 - Attorney inquiry covering: legality of capping/grandfathering, changing storage form, refund policy, storm compliance, and abandonment process. Owner: Speaker 5 (Barry). Due: Request within 2 weeks.
 - Draft relocation plan placing kayaks under the deck; confirm capacity via physical assessment and inventory. Owner: Board/Facilities. Due: Within 2 weeks.

- Define “grandfathered” criteria, first-come rules, and waitlist if capacity exceeded. Owner: Board. Due: With policy draft.
- Map under-deck placement to remove Club Two visual impact. Owner: Board. Due: With relocation plan.
- Conduct dues audit; establish abandonment notice timeline and compliant sale/disposal process; clarify proceeds destination. Owner: Treasurer/Board; Legal point (Barry). Initiate within 30 days.
- Create owner tag/ID system and contact list for storm-securement notifications. Owner: Board. Due: Within 30 days.
- Communicate to current kayak owners regarding proposed changes; solicit feedback and consent to move under-deck. Owner: Speaker 4. Due: After attorney query initiation.
- Coordinate with Club Two for potential repurposing of freed racks in an out-of-sight area, subject to availability. Owner: Speaker 8 (Texas). Timeline: Post-rack removal planning.
- Provide input on maintenance/cleanliness/security rules for under-deck storage. Owner: Speaker 6 (Michael). Timeline: With policy draft.

Topic 10: Community Safety and Traffic Calming (Speed Bumps/Humps)

- Summary of discussion points:
 - Speeding concerns near Club One and along the loop; limited sidewalks; pedestrian safety incidents and liability concerns.
 - Proposed rubber speed bumps (black/yellow, ~2 inches high); rated for heavy loads; installable with asphalt screws; cost about \$170 per set; ~\$340 for two full-width installations.
 - Placement: one at beginning of Club One parking lot downhill approach; one near junction where Park/Club Two traffic enters/exits; ensure full-width coverage to prevent bypass.
 - Emergency response impact considered minimal; navigation is the larger issue.
 - Considerations between speed bumps (shorter, abrupt) vs speed humps (longer, smoother); humps may require professional installation and future road work alignment.
- Decisions made:
 - Approved purchase of two traffic calming devices (speed bumps/humps) for trial near Club One vicinity and approach areas; final placement to be determined after purchase.
- Action items/commitments and assigned owners:
 - Purchase two traffic calming devices for trial. Owner: Speaker 4/Board. Timeline: Proceed post-approval.
 - Convene follow-up to finalize placement after evaluating trial. Owner: Speaker 4/Board. Timeline: After devices received.
 - Consider future road work and potential relocation or conversion to humps during broader repairs. Owner: Speaker 4/Board. Timeline: Future planning.

Topic 11: Clubhouse Rules, Security, and Asset Management

- Summary of discussion points:
 - Protect renovations and new furniture (nine TVs; multiple lounges); propose rules: no tape/thumbtacks/holes in walls/windows; minimize moving furniture; use designated card tables and extra chairs; treat space like a shared home.
 - Post rules visibly in clubhouse and online; consider fines and enforce existing behavior rules (e.g., no unsupervised children).
 - Evaluate ring-style security system for liability and asset protection; real-time board access and retention settings.
 - Asset borrowing: prior incident of tables removed off property; set limits and approvals; assets should remain on property; protect flooring via chair feet/pads; organize extra chairs/tables on racks.
- Decisions made:
 - Formalize, publish, and post clubhouse rules; evaluate security camera solution.
- Action items/commitments and assigned owners:
 - Draft, finalize, and post clubhouse rules in building and online. Owner: Speaker 4/Board; Support: Speaker 5 (Barry). Timeline: As soon as feasible.
 - Define asset borrowing policy (no off-property removal; board approval required; limits). Owner: Speaker 4/Board. Timeline: With rules posting.
 - Evaluate and propose ring-style security solution (access and retention). Owner: Speaker 4/Board. Timeline: As soon as feasible.
 - Ensure chairs have proper feet/pads; organize racks. Owner: Facilities/Board. Timeline: Ongoing.

Topic 12: Deck Condition and Maintenance

- Summary of discussion points:
 - Deck deterioration; prior bids for full replacement \$35,000–\$40,000; safety concerns with railings.
 - Interim approach: repair select railings; sand, prime, paint—potentially via community “paint party”—to extend usability 4–5 years; budget constraints acknowledged.
- Decisions made:
 - Obtain quotes for railing repairs and safety-critical fixes; evaluate interim cosmetic improvements.
- Action items/commitments and assigned owners:
 - Solicit repair quotes for deck railings and priority safety fixes. Owner: Speaker 5 (Richard); Support: Speaker 4. Timeline: As soon as feasible.
 - Plan interim maintenance (sanding, priming, painting) contingent on safety repairs and budget. Owner: Speaker 4/Board. Timeline: Post-quote evaluation.
 - Identify/procure replacement materials for damaged rail sections. Owner: Speaker 4. Timeline: As needed.

Topic 13: Tennis Courts – Lighting and Resurfacing

- Summary of discussion points:
 - At least one light fell and remains unrepaired; unclear lighting functionality; courts professionally cleaned after flooding; mid-life of resurfacing cycle.
 - Reserve planning for resurfacing every 6–7 years; historical estimate to replace one light \$6,000–\$8,000; whole system cost higher.
- Decisions made:
 - Assess and address fallen/non-functional light; verify reserves and develop repair plan.
- Action items/commitments and assigned owners:
 - Verify current functionality of tennis court lighting; develop repair plan and updated cost estimate for fallen light. Owner: Speaker 4/Board. Timeline: As soon as feasible.
 - Review reserves for lighting and resurfacing; adjust planning. Owner: Speaker 4/Board. Timeline: During next reserve review.
 - Document post-flood maintenance and any further remediation needs. Owner: Facilities/Board. Timeline: Ongoing.

Topic 14: Scheduling and Logistics

- Summary of discussion points:
 - Fundraising committee meeting: April 8, 2026 (5:30 PM).
 - Stairs work: April 7–8, 2026; restrict access during work.
 - Clubhouse Cleaning Day: April 11, 2026 (9:00 AM–12:00 PM).
 - Grand Opening: April 25, 2026 (5:00–9:00 PM).
- Decisions made:
 - Dates affirmed; coordination ongoing.
- Action items/commitments and assigned owners:
 - Communicate access restrictions during stairs work. Owner: Board/Contractor. Due: Prior to April 7, 2026.
 - Confirm vendor bookings and volunteer roles for Grand Opening. Owner: Speaker 6/Board. Due: Before April 25, 2026.

Adjournment:

- Motion to adjourn passed unanimously. 7:53 pm