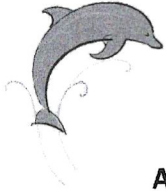


**CRYSTAL BAY TRAVEL PARK, INC.**  
**2002 KETCH CIRCLE PALM HARBOR, FL., 34683**  
**Email: crystalbaytravelpark@outlook.com, Phone: (727-483-9275)**  
**Housing for persons 55 years of age and older**  
**ALL MEETINGS ARE VIA BOTH ZOOM VIDEOCONFERENCE AND IN PERSON AT**  
**CLUBHOUSE**  
**UNTIL FURTHER NOTICE**

**Board Meeting Minutes**

**December 2, 2024 @ 9:30 am**

- 1) Call to Order- Vice President Ulery called to order at 9:30 am.
- 2) Pledge of Allegiance – Vice President
- 3) Roll Call
  - a) Present: Jeff Ulery, Jim Copeland
  - b) Via Zoom/Phone: Bruce Gentry, Jerry Dunlap, Ian Killen, Kurt Schaffer, Kathy Simon (Recording Secretary)
  - c) Absent: None
  - d) Guests: Shareholders (in person and via Zoom/Phone)
- 4) Approval of November 4, 2024 Minutes – **MOTION** to approve minutes for November 4, 2024 Board Meeting Killen/Copeland Vote: Aye Votes: Ulery, Copeland, Schaffer, Dunlap, Killen, Gentry/ No Votes: None.
- 5) Board approval on previous park issues:
  - a) Spectrum – **MOTION** to approve contract with Spectrum. Killen/Copeland
  - b) Office Personnel –**MOTION** to retain Marsha Ankron as office administrator. Dunlap/Copeland
  - c) Trash – **MOTION** to accept trash contract. Dunlap/Copeland
  - d) Demolition – **MOTION** to accept demolition contract. Killen/Schaffer
  - e) Electric – **MOTION** to accept electrical contract. Killen/Schaffer
  - f) Vote on above motions: Aye Votes: Ulery, Copeland, Schaffer, Dunlap, Killen, Gentry/ No Votes: None.
- 6) Treasurer's Report – Proposed 2025 Budget - Dunlap presented proposed 2025 budget, including the following changes: a) Apartment rental increased to \$500 week; b) Laundry – \$10,000 for purchase of 2 new commercial washers and 2 new commercial dryers; c) Increases for insurance; d) All maintenance expenses are now included under Miscellaneous Expenses to allow board flexibility; e) Increased annual amount for flood self-insurance from \$11,000 to \$20,000; f) Increase of shareholder maintenance fee from \$190/month to \$200/month. **MOTION** to accept 2025 Budget as presented. Killen/Copeland Vote: Aye Votes: Ulery, Copeland, Schaffer, Dunlap, Killen, Gentry/ No Votes: None.
- 7) Park Update from storms
  - a) Electricity to units – Ulery reported that power has been mostly restored. Noted that if a shareholder disconnected with Duke, it is their responsibility to contact Duke to restore their power.
  - b) Status of Clubhouse – Gulf to Bay is the only company that replied to request for bids to restore power to the clubhouse. Their bid is \$9,000. Apartment has been cleaned and can be rented as soon as power is restored. Discussed stucco for new wall surface. Kitchen is in need of tables, chairs, pots, pans, and other supplies that may be obtained from garage sales and/or donations. Pool – has been cleaned, but also in need of supplies and equipment. Laundry has been cleaned and painted. Temporary washer is running and can be used (no dryer). Since it doesn't take coins, a donations box has



**CRYSTAL BAY TRAVEL PARK, INC.**  
**2002 KETCH CIRCLE PALM HARBOR, FL., 34683**  
**Email: crystalbaytravelpark@outlook.com, Phone: (727-483-9275)**  
**Housing for persons 55 years of age and older**

**ALL MEETINGS ARE VIA BOTH ZOOM VIDEOCONFERENCE AND IN PERSON AT CLUBHOUSE UNTIL FURTHER NOTICE**

been placed in the laundry for users. It may be the end of December before we can get dryers.

- c) Debris – mostly cleaned up.
- d) Other notes: 1) The big park has started demo, so there will be an increase of heavy traffic on Yawl. 2) Pinellas County inspected the park last week. Letters should arrive soon to shareholders. The county will give shareholders/owners 90 days to rebuild their homes to livable state if shareholder qualifies/chooses to rebuild. 3) Volunteers erected the fence between the park and the county boat ramp. However, it is a temporary fix and is the county’s responsibility to repair. 4) Sari Perlstein started a gofundme fund raiser for shareholders to share with their friends and families. All donations need to be withdrawn by the park by March 25, 2025 or the donors are refunded. 5) Ulery stated he is looking for labor and assistance from shareholders and volunteers. Otherwise, we will have to pay contractors for necessary repairs. 6) Ulery stated that credit and background checks will be required for all new renters/owners, in addition to Proof of Insurance, current state driver’s license and photo of unit that will brought in. Cost of \$47 for credit and background check will be charged to new renter/owner.

7) Adjournment - **MOTION** to adjourn. Copeland/Killen Vote: Aye Votes: Ulery, Copeland, Schaffer, Dunlap, Killen, Gentry/ No Votes: None. Meeting adjourned at 10:05 am

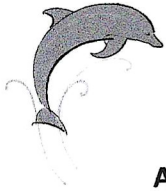
Approved:

\_\_\_\_\_  
 Kathleen Simon  
 Secretary, Crystal Bay Travel Park, Inc.

\_\_\_\_\_  
 Jeff Ulery  
 Vice President, Crystal Bay Travel Park, Inc.

Date: \_\_\_\_\_

Date: \_\_\_\_\_



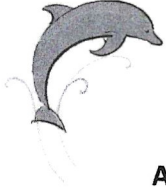
**CRYSTAL BAY TRAVEL PARK, INC.**  
**2002 KETCH CIRCLE PALM HARBOR, FL., 34683**  
**Email: crystalbaytravelpark@outlook.com, Phone: (727-483-9275)**  
**Housing for persons 55 years of age and older**  
**ALL MEETINGS ARE VIA BOTH ZOOM VIDEOCONFERENCE AND IN PERSON AT**  
**CLUBHOUSE**  
**UNTIL FURTHER NOTICE**

**Board Meeting Minutes**  
**November 4, 2024 @ 9:30 am**

- 1) Call to Order- Vice President Ulery called to order at 9:30 am.
- 2) Pledge of Allegiance - President
- 3) Roll Call
  - a) Present: Jeff Ulery, Jim Copeland
  - b) Via Phone: Kurt Schaffer, Jerry Dunlap, Kathy Simon (Recording Secretary)
  - c) Absent: Bruce Gentry, Ian Killen
  - d) Guests: Shareholders (in person and via phone)
- 4) Approval of April 1, 2024 Minutes and Executive Meeting Minutes – **MOTION** to approve minutes for April 1, 2024 Board Meeting and Emergency Board Meeting held on November 4, 2024. Dunlap/Copeland Yes Votes: Ulery, Copeland, Schaffer, Dunlap No Votes: None.
- 5) Treasurer's Report – Balances: Operating Account - \$31,085; Reserve Account - \$135,715; Flood Self-Insurance Account - \$15,000; Loan balance - \$8,100. To date we have received 53 out of the 80 assessments of \$500 from shareholders (due on November 5). So far we have spent \$26,155 primarily on restoration of electricity and club house demo. Estimated cost to restore pool - \$15,000. Currently, no washers and dryers in the laundry. We will probably have another assessment in order to restore remainder of the park.
- 6) Park Update from storms
  - a) Electricity to units - Owners who haven't already, need to contact a licensed electrician to make necessary repairs and provide written verification that it's safe to turn your power on. Can be written and noted on your invoice from the electrician. Send this to the office. Shareholder must be present in order to flip the switch to restore power. The park has been using Gulf to Bay, but any licensed electrician will work. Be cautious of price gouging.
  - b) Prioritization of work – Copeland is working on laundry and bathrooms. Ulery is working on pool and fence.
  - c) Status of Clubhouse – First floor - Everything was destroyed on first floor, including the office and the kitchen. It's been gutted on the first floor down to studs. Termite trails were spotted and will be inspected. Upstairs - Power in upstairs is on limited basis. Stove is working. Game room is open, if needed. TV works (basic only). WiFi works. They will attempt to get the water heater working.
  - d) Sea wall – is sound for now. Was not affected by storm surge.
  - e) Debris – the county has not picked up the debris. Due to rat sightings, it is up to each shareholder to clean up their debris. Ulery will make a list of individuals he knows of that will pick up debris, some of whom only take cash or Venmo.

**MOTION:** Shareholders must have their debris cleaned up within 10 days or the park will assess the shareholder for the cost to clean the debris. Copeland/ Dunlap Yes votes: Ulery, Copeland, Schaffer, Dunlap No votes: None.

- f) Other notes:



**CRYSTAL BAY TRAVEL PARK, INC.**  
**2002 KETCH CIRCLE PALM HARBOR, FL., 34683**  
**Email: crystalbaytravelpark@outlook.com, Phone: (727-483-9275)**  
**Housing for persons 55 years of age and older**

**ALL MEETINGS ARE VIA BOTH ZOOM VIDEOCONFERENCE AND IN PERSON AT  
CLUBHOUSE**

**UNTIL FURTHER NOTICE**

- i) One of the biggest problems is that there are no volunteers. Gentry and Ulery have been instrumental in our park's restoration effort, despite both having damage to their own homes.
- ii) If you decide to accept FEMA money, you may be required to remodel your home to current codes, which may include raising your house 9'. Also, you may be required to purchase flood insurance. Copeland noted that with the 50% rule, you need to include hours of labor in addition to all the expenses related to restoration.
- iii) We are not entertaining an appraisal to sell the park.
- iv) Big thank you to Gentry, Ulery and Marsha Ankron for all their many hours and long days of labor. Not only have they saved the park, they have saved us many thousands of dollars because of their expertise and know how. We owe them a big debt of gratitude.

7) Adjournment - **MOTION** to adjourn. Ulery/Copeland Meeting adjourned at 10:35 am

Instructions Zoom Meeting Video/Teleconference

**If joining by computer**

<https://us02web.zoom.us/j/8851622977?pwd=VExXTVRPTG85YVgyNXNjaFNiSmc5Zz09>

Meeting ID: 885 162 2977

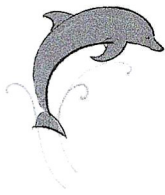
Passcode: Board

**If calling by phone:**

(301) 715-8592

Meeting ID: 885 162 2977

Passcode: 546502



**CRYSTAL BAY TRAVEL PARK, INC.**

**2002 KETCH CIRCLE PALM HARBOR, FL., 34683**

**Email: [crystalbaytravelpark@knology.net](mailto:crystalbaytravelpark@knology.net), Phone: (727-483-9275)**

**Housing for persons 55 years of age and older**

**ALL MEETINGS ARE VIA BOTH ZOOM VIDEOCONFERENCE AND IN PERSON AT CLUBHOUSE  
UNTIL FURTHER NOTICE**

Emergency Executive Board Meeting Minutes  
October 4, 2024 @ 9:30 am

1. Call to order – President Gentry called to order at 9:08 am
2. Roll Call
  - a. Present: Jerry Dunlap, Jeff Ulery, Bruce Gentry, Kurt Schaffer, Jim Copeland, Ian Killen, Kathy Simon (Recording Secretary)
  - b. Via Phone: Ian Killen
  - c. Absent: None
  - d. Guests: None
3. Emergency Executive Board Meeting called to discuss costs of restoring park due to extreme damages caused by Hurricane Helene storm surges and necessity of raising additional funds. **MOTION** to levy initial assessment of \$500 per shareholder payable within 30 days (November 5, 2024) to restore park infrastructure with possibility of future assessments. Schaffer/Gentry M/S/P Yes votes: Gentry, Ulery, Copeland, Schaffer, Dunlap, Killen No Votes: None
4. Discussion on priorities for restoration of park. Included in the priorities were:
  - a. Dry and restore clubhouse (obtain generators, industrial size fans, dehumidifiers)
  - b. Restore power to clubhouse and shareholders (temporary pole for clubhouse, may need new cans and meters, shareholders will need to provide letter from certified electricians that their units are safe to re-connect)
  - c. Restore pool (new pump, heaters)
5. Adjournment – **MOTION** to adjourn. Gentry/Ulery M/S/P Adjourned at 10:15 am

Approved:

\_\_\_\_\_  
Kathleen Simon  
Recording Secretary, Crystal Bay Travel Park, Inc.

\_\_\_\_\_  
Bruce Gentry  
President, Crystal Bay Travel Park, Inc.

Date: \_\_\_\_\_

Date: \_\_\_\_\_