

Crystal Bay Travel Park, Inc.  
2002 Ketch Circle  
Palm Harbor, FL 34683  
Board of Directors Meeting Minutes 2-06-2023  
Zoom, Teleconference and Clubhouse  
<https://us02web.zoom.us/j/89236878242?pwd=Q3dGbHV4NVJlMkdMTkVycGJqRGNSQT09>  
Dial by your location: (301) 715-8592  
Meeting ID: 892 3687 8242  
Passcode: Board

1. Meeting called to order at 10:03 by President Jerry Dunlap.
2. Pledge of Allegiance
3. Roll Call- Copeland, Dunlap, Gentry, Mortensen, Rego and Stock present. Killen present via Zoom.
4. Secretary's Report- Motion by Copeland, seconded by Dunlap, that we approve the minutes of the Board of Directors 01-09-2023 meeting. Passed unanimously.
5. Treasurer's Report- Copeland reported that we have \$43,634 in the Operating Account, \$66,570 in Reserves and the loan balance is \$29,117. The annual audit was completed 02-02-2023 and everything was correct and in order. The audit committee thanked DeSpirit for her meticulousness.
6. The Executive Committee recently had to address two emergencies- a clogged sewer line and needing to replace the poles destroyed by the 12-25-2022 fire. Maintenance expenditures have also gone up significantly in recent years. They proposed that we amend Rule XXXII as follows (changes and additions in red):

The amount of the Budget and Maintenance Fee is to be voted on by the Board at the December meeting each year. The proposed budget **must** be mailed to all shareholders in accordance with Article III, D Section 3 of the By-Laws. The **proposed budget, with a summary of expenses for the next fiscal year, is to be posted** on the Clubhouse bulletin board at least two weeks before the December meeting. In addition, a summary of the expenses for the 12 months, November 1 through October 30 **will be posted. In addition,**

- A. **All contracts greater than \$10,000.00 must be competed with a minimum of 2 contractors when possible.**
- B. **The Board approves contracts over \$10,000.00.**
- C. **Approval of maintenance expenditures items not to exceed \$5000.00 and budgeted items in the approved budget may be made by the President or Treasurer.**
- D. **The Board of Directors having designated an Executive Committee further direct the Executive Committee shall have full authority to exercise all of the powers of the Board of Directors when circumstances and urgent timing dictate the need.**

Mortensen moved and Stock seconded that we amend Rule XXXII as proposed. Killen not available during roll call vote but it was otherwise passed unanimously.

The proposed changes to Rule XXVII regarding dock space need further review.

7. Maintenance Director's Report- Bruce Gentry

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Because we are an RV park, we own the poles, boxes and cans. Power has been restored to 643 Yawl and we are working out details for 635 Yawl. New poles are being installed.

It was reported that while we do have hot water in the men's shower, it does not get adequately to the men's bathroom sink. We will look into this (action item).

It was also mentioned that the hurricane cut to the palm trees is not necessary and can actually be harmful to the palm trees, according to University of Florida Agricultural Services. The palm trees may need to be trimmed only once per year. We will look into this (action item).

The drain on Ketch Circle is still rattling (action item).

There is a 10 week wait for matching pool lounge chairs. It was agreed that we will order a different color for the area outside the pool. We will also look into another table/umbrella (action item).

#### 8. Committees that had reports:

Audit-Audit was completed 02-02-2023 by Karla Vogel, Joe Simmons and Claudia Soukop.

Events- Karla Vogel reported there is a meeting scheduled for 02-06-2023 at 11:30 am in the clubhouse.

Library - Elaine Mullen reported the committee wants to purchase some used books at the Dunedin Library. They were told to keep their receipts and they will be reimbursed.

Pool- Karla Vogel reported the pool's temperature has been increased to 87-88 degrees. The covering/uncovering of the pool by volunteers is running very smoothly.

Rules Committee - Dunlap reported that the rules are to be reviewed every 5 years. He and Copeland will set up a meeting time and post it. All are welcome to attend or give them any input.

Nate Butts asked what the definition was of a "unit". Dunlap replied that the rules were made up by volunteers and that the word "unit" will be replaced in the rules and instead state park model home, travel trailer or RV.

9. Killen moved and Copeland seconded that we approve the contracts for new poles and electric service at 635 and 643 Yawl, NTE \$6,000. Motion passed unanimously.

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10. Killen moved and Dunlap seconded that we approve the emergency repair of the sewer line on lots A-22 and A-23, NTE \$1600. Motion passed unanimously.

11. Open Action Items

Date Opened	Item	Responsible party	Comments	Date Closed
1/9/23	Pool Chairs & Table	Dunlap	Dunlap to order chairs and possible table	
1/9/23	Evaluate seawall A-28-A22	Dunlap	Still awaiting engineer's inspection. Need to also check area between A22-A21 as it has sink holes.	
1/9/23	Tree replacement lot B-3	Becky DeSpirit	Will use same tree as we did on B17. N. Butts to pick up tree	
1/9/23	Gate on fence to hydrant	Becky DeSpirit	County has been slow to respond	
1/9/23	Inspect Poles in Park	Gentry	All poles were inspected by Gentry 09/2022. Next inspection 2024.	2/6/23
1/10/23	Inspect sinking on back of lots along trail	Gentry/Dunlap	Due to county dredging; will inspect	
1/9/23	FD visit to discuss issues	Becky DeSpirit	Fire Department will suggest 3 possible dates	
2/6/23	Hot water in men's BR sink	Gentry	Not working well	
2/6/23	Drain on Ketch Circle	Copeland	Still rattles. Will get with Monty	

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2/6/23	Palm Tree Trimming	DeSpirit	Cease hurricane cut?	
2/6/23	February Pancake Breakfast	Dunlap	Intent is last Saturday of this month	

13. Adjournment- Stock moved and Copeland seconded. Passed unanimously. Meeting adjourned at 11:14 am.

Submitted 02-07-2023

Jean Stock  
Secretary, Crystal Bay Travel Park, Inc.

Approved Jean Stock Date 03-06-2023