

**Members of the Board of Directors:**

Bob White – President  
Tom Petrillo – Vice President  
John Painter – Secretary/Treasurer  
Cheryl Restagno  
Stephen LaRocca  
Darrell Lopez  
Eric Basilo

**Architectural Review Committee**

Cheryl Restagno - Chair  
Siri Goberdhan – Vice Chair

**Community Appearance Committee**

Siri Goberdhan - Chair  
Cheryl Restagno – Vice Chair

**Property Manager**

Dennis Kapsis – Sentry Management

**Community Outreach Committee**

Eric Basilo – Chair  
Tom Petrillo - Vice Chair

Twin Rivers Homeowners Association Inc.

**Monthly Board Meeting  
Instructions to Join and  
Agenda**

**Thursday February 11, 2021**

**6:30 pm**

**Virtual Meeting via WebEx**

**Because of the COVID-19 Issue, until further notice, all HOA Board meetings will be held electronically. The public will have access to all electronic HOA Board meetings as explained below.**

**You are invited to join the meeting using either a computer or phone per the following instructions.**

**1. Option to Join using a Computer (Preferred because we may be sharing files you will want to view)**

Please ensure your speakers are turned on but your mic is muted until you are recognized to speak.

Join by clicking the following link or copying and pasting the link into the browser on your computer.

<https://johnfpainter.my.webex.com/johnfpainter.my/j.php?MTID=mb596ee20062fd15038e6aebf6175ecf8>

When you activate the link, your browser should open, you will see an option to [Join from your browser](#)

Click on that link and you will be asked to enter your name and email address (needed to identify you), and then click a button labeled “Join Meeting”. You also will have the option to download an app.

If you join using your browser, no software will be installed on your computer. The entire meeting will occur within your browser. For the best experience, please join using either Firefox or Chrome browsers updated to the latest version. Other browsers also will work if you do not already have one of those preferred browsers on your computer.

To be recognized to speak, prior to the meeting, please send an email to: [Board@TwinRiversHOA.com](mailto:Board@TwinRiversHOA.com) to let me know you would like to be recognized. Please put Request to Speak in the subject line. When you hear your name called, un-mute your mic and you will have the floor. When done speaking, please mute your mic again.

Keeping your mic muted when you are not speaking will prevent background noise from your location disrupting the ability of other participants hear.

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**2. Option to Join by phone or video system**

**Join by phone:** 1-415-655-0001 US Toll, Meeting number (access code): **182 159 9974**

**Join by video system, application, or Skype for business** - Dial [1269978320@webex.com](tel:1269978320), You can also dial 173.243.2.68 and enter your meeting number.

Meeting password: **2021-02** (2021002 from phones and video systems)

**See next Page(s) for the Meeting Agenda.**

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**1. Call to Order**

**2. Proposed Agenda Modifications if Any**

**3. Voice of the Members**

*HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.*

**4. Discussion Topics**

**a. Potential Election of a New Board Member**

i. Vivian (“Viv”) Guerra has offered to serve. Viv is a realtor and recently moved into Twin Rivers from Miami. See Attached email from Vivian.

ii. Election Process Options

1. Board could vote in March as to whether to elect Viv to fill a vacant seat on the Board

a. Article IV, Section 3 of the By-laws provides for the Board to elect a successor to fill a vacancy on the Board

b. We currently have at least one vacant seat

2. Conduct an Election by Members; If no Quorum then Vote on Viv in April

a. Propose a slate of candidates to be voted on by proxy before and during the annual meeting

b. Ask for other volunteers to serve and if any come forward in the next week, also add their names to the ballot.

c. Slate would consist of Tom Petrillo, Vivian Guerra, and any other volunteers to fill at least two openings –

i. Tom’s seat and

ii. The seat held by Wils Bell, who resigned some time ago due to illness.

d. We can send out ballots and allow members to vote by proxy, but still are unlikely to achieve a quorum (quorum requires 33% of HOA Members to vote – over ~360)

e. If a quorum is not achieved at the Annual Meeting,

i. Tom could serve another 3-year term as provided under the By-laws and

ii. The Board could vote on Vivian at the April 2021 Board Meeting as a replacement for Wils or any other vacant seat.

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**b. Planning for the Annual Meeting:**

- i. DRAFT of Notice to HOA Members – See Attached DRAFT
- ii. Proposed Meeting Plan and Agenda – See Attached DRAFT
- iii. Package may need to be modified based on the outcome of our consideration of item a. above.

**c. Fining Program Update**

- i. Continuation of discussion during Jan Board Meeting
- ii. Please see attached discussion document
- iii. Motion to work with an attorney to develop proposal as to rules changes and Fining Committee

**d. Enforcement Issues**

- i. Plan for Dealing with Magnolia Tree Damaging the Wall
- ii. Silcox Matter – Update
- iii. Kelly Creek Complaints
- iv. Payment Plan Requests (If any)
- v. Other Matters from Management Report
- vi. Other

**e. Community Appearance Matters**

**5. Minutes from Prior Meetings**

- a. Jan 2021 – See attached draft

**6. Reports**

- a. President's Report
- b. Treasurer's Report
- c. ARC Report
- d. Community Appearance Committee Report
- e. Property Manager's Report
- f. Other Reports as Appropriate - Special Project Management, Communications, Nominating, Community Outreach, Budget and Finance, Community Activities

**7. Closed Session, if needed**

**8. Adjournment**

**From:** [Viv Guerra](#)  
**To:** [Twin Rivers HOA](#)  
**Subject:** Twin Rivers Board  
**Date:** Friday, January 15, 2021 10:48:30 AM

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Good morning!

I wanted to notify that I have an interest in becoming a board member of Twin Rivers association.

We recently moved into the neighborhood, relocating from Miami. The reason we moved here was the sense of a community and how people are neighborly. I want to be part of building our community so we can all continue to take pride in the place we live. We are very family oriented and value a community where one feels welcomed, safe and supportive of each other. I also like to give back and being a board member is a way that I can give back to the community.

My leadership background and real estate experience will allow me to add value to the community to ensure that this community continues to maintain their reputation, community feeling and value. I would love to collaborate with Cheryl to continue working on keeping our community looking great and feeling welcoming.

Thank you for your time and consideration!

Vivian Guerra  
305.609.2301

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Twin Rivers Homeowners Association

**Annual Meeting  
of the Association**

**Meeting Notice**

**Thursday March 11, 2021**

**6:30 pm to 8:00 pm**

**Virtual Meeting via WebEx**

**Dear Member of the Twin Rivers Homeowner's Association:**

The Annual Meeting of the Members of the Twin Rivers HOA for 2021 will be held as follows:

**Place: *Virtual Meeting – Please see Attached Instructions to Join***

**Time: *March 11, 2021 - 6:30 to 8:00 pm.***

**Agenda**

As explained in more detail on the Agenda, we do not expect to hold an election of Directors at this meeting.

**STAY IN TOUCH WITH YOUR HOA!! - SEND US YOUR EMAIL ADDRESS!!** *Please join the over 700 Twin Rivers HOA Members that have already provided their email addresses to us.*

Please see the attached flyer for more information concerning how your email address would be used.

To join the email list, please provide us the full name of each person you want added to the list, and for each person provide the applicable Twin Rivers property address and email address. You can email the info to: [board@twinrivershoa.com](mailto:board@twinrivershoa.com) or go to the following site to directly enroll: <http://eepurl.com/R6thv>

Please contact me at 321-363-6244 or [Board@TwinRiversHOA.com](mailto:Board@TwinRiversHOA.com) should you have any questions.

Respectfully submitted,

John F. Painter

Secretary/Treasurer, Twin Rivers Home Owners Association  
Phone: 321-363-6244 Email: [Board@TwinRiversHOA.com](mailto:Board@TwinRiversHOA.com)

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Twin Rivers Homeowners Association  
**Annual Meeting  
of the Association**

## Agenda

**Thursday March 11, 2021  
6:30 pm to 8:00 pm  
Virtual Meeting via WebEx**

### 1. Call to order (10 minutes)

Welcome/Introduction/Thanks to Volunteers

### 2. Special Discussion Topics (45 minutes)

- a. Nick Dunleavy, Marketing Director of Down to Earth Golf, will update us about the tremendous progress that has been made with the Twin Rivers Golf Course.
- b. Special Topics for Discussion and Member Input
  - i. Suggestions from the HOA Members – Please let us know if there are other special areas of emphasis you would like the Board to consider
  - ii. Board’s 2020 Plans to Review/Revise/Increase Effectiveness of HOA Rules – Changes may involve: Rules to limit further increases in Home Rentals; Clarifications in the areas of ARC approvals, Appearance standards, and Animal Control; Adoption of Electronic Voting; and Establishment of a Fining Committee
  - iii. Protecting the Walls from Damage by Plants and Trees – We need to have certain plants/shrubs and trees that are damaging the wall removed. This will be a discussion of how to coordinate with affected Members.
  - iv. Info Available via Internet – Intro to HOA’s Website and the Portal provided by Sentry Management

### 3. Reports of Officers and Committees (20 minutes)

- a. President’s Comments
- b. Reports of Secretary/Treasurer, Architectural Review Committee (ARC), Community Appearance Committee, and Community Outreach Committee

### 4. Election of Directors (Report results of election held by Proxy forms)

- a. The term of one Board Member is expiring (Tom Petrillo). We also have a second open seat on the Board.
- b. So far, we have the following names on the ballot. (See attached profiles of these candidates)
  - i. Tom Petrillo is willing to continue to serve the HOA on the Board for a while longer.
  - ii. Vivian Guerra, a realtor and new HOA Members, also has offered to serve.
  - iii. \_\_\_\_\_
- c. The attached ballot allows you to vote by proxy. So, please complete the ballot and return it to us as described on the ballot. In addition to voting for candidates listed on the ballot, you can also write-in any name you wish. The two persons that receive the most votes will be elected to serve. PLEASE DO NOT VOTE FOR MORE THAN TWO CANDIDATES!
- d. If you are interested in serving on the Board, please let us know. The Board has the authority to elect you to fill a vacancy and vacancies can and do occur.

### 5. Old or New Business (None)

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[\[Link to Come\]](#)

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The Agenda includes time for Members to make suggestions to the Board. To be recognized to speak, prior to the meeting please send an email to: [Board@TwinRiversHOA.com](mailto:Board@TwinRiversHOA.com) to let me know you would like to be recognized. Please put Request to Speak in the subject line. When you hear your name called, un-mute your mic, and you will have the floor. When done speaking, please mute your mic again.

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Meeting password: 2021\_03 (2021003 from phones and video systems)

# STAY IN TOUCH WITH YOUR HOA!!

## SEND US YOUR EMAIL ADDRESS!!

*Please join the over 700 Twin Rivers HOA Members that have already provided their email addresses to us.*

### How we will use your email address? To provide you:

- Information about monthly Board meetings – agendas – motions passed – minutes
- Information about Annual and Special HOA Member meetings – Plans, Agendas, Proxies
- Updates regarding the golf course and other important matters
- Alerts when we learn of an potential threat you may need to be concerned about
  - Like Bears or Break-ins
- Other helpful information

### What will not be done with your email address?

- Your email address cannot be used for official notifications required under our HOA documents
  - Annual or Special HOA Member Meeting notices,
  - Dues statements,
  - Collections letters, or
  - Rule enforcement notices
- Your email address will not be sold, released or distributed to other parties.

### What if you decide you no longer want to receive emails from the HOA?

Each email you receive will include a link that will allow you to unsubscribe at any time. Just click the link and our system will automatically block any further emails from being sent to you. Only you can add your email address back to the active list.

### How do I send my email address to the HOA?

Just fill in the info below or email the following info to this address: [board@twinrivershoa.com](mailto:board@twinrivershoa.com)

- Your Name \_\_\_\_\_
- Address of your Twin Rivers Property \_\_\_\_\_
- Email Address \_\_\_\_\_

Or, just go to the following site to enter your info directly: <http://eepurl.com/R6thv>

### What if you do not use the computer?

Fill in the form below and mail it back to Sentry Management. We will put you on a special mailing list so we can send you some of the most important material we are distributing by email.

- Name: \_\_\_\_\_
- Address of your Twin Rivers Property: \_\_\_\_\_

**Thanks, Your Twin Rivers HOA Board of Directors**

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Board of Director's  
Meeting**

**Rules/Fining Discussion**

6:30 pm, Thursday February 11, 2021

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## 1. Fining Process – Purpose and Objectives

- a. To provide an additional tool to compel compliance with regard to:
  - i. Extreme offenses that significantly detract from the neighborhood and the rights of surrounding neighbors to enjoy their property
  - ii. Safety or security matters
- b. Objectives
  - i. Fines should be used to address only the most serious compliance issues.
  - ii. Fines and processes must comply with HOA Documents and State law. Establishing the correct approach will require obtaining advice of counsel.
  - iii. Any fining program should be viewed as a fair and helpful approach by the Board, most HOA Members, and Sentry Management. If not, we do not have the right balance.

## 2. Potential Fining Process

- a. Complaint with a reasonably detailed listing of the facts provided to the Board from one of the following entities:
  - i. Board member;
  - ii. Committee of the Board; or
  - iii. Sentry.

Note: Investigation by one of the above may start with a complaint from an HOA Member.

- b. Notice to HOA Member/Hearing (Section 8.3 of Covenants and Section 720.305(2) of FL Statutes)
  - i. Description of the issue provided to HOA Member
  - ii. At least 6 days' notice of date and time of a special meeting of the Board (could be on Board meeting night) during which Owner can present reasons why penalties should not be imposed. (Section 8.3.(a) of Covenants)
  - iii. Board would then refer the matter to a Fining Committee to either confirm or reject the fine.
  - iv. FL Statute paragraph 720.305(2)(b) requires 14 days' notice to owner and occupant, if applicable, and an opportunity for a hearing before a Fining Committee consisting of at least 3 HOA Members not related to any Board member or Sentry.

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- v. The Fining Committee's role is to either accept or reject the decision of the Board to impose a fine. The Committee does not itself determine to impose a fine. The Committee is like an appeal process that occurs prior to the fine being finally levied.
  - vi. If a fine is imposed, the process could provide a clear path for the fine to be waived or forgiven if the matter is corrected within a reasonable time although this is not required.
- c. Fine amounts
- i. Covenants (Section 8.3(c))
    - 1. All fines are special assessments.
    - 2. Amounts not in excess of \$100 for first violation, \$500 for second, \$1,000 for third violation or violations of a continuing nature
  - ii. State Statute (Paragraph 720.305(2))
    - 1. A fine of less than \$1,000 may not become a lien against a parcel.
    - 2. Amounts not in excess of \$100 per violation.
    - 3. Fine can be for each day of a continuing violation but cannot in aggregate exceed \$1,000.

### **3. Examples of Violations for which Fines May be Appropriate**

- a. Extreme Property Neglect
  - i. Multiple property condition-related violations that together cause the property to be a nuisance. These could include activities that present a nuisance in addition to very bad appearance of property.
  - ii. Situation should be "bad" enough for the property to be ranked in the worst 2% to 4% in the community (approximately, the worst 25 to 50 homes in the community)
- b. Rental in Violation of HOA Rules
  - i. Renting single rooms – Boardinghouse violation – or otherwise violating current rental related rules
  - ii. Failure to comply with rental registration and limit requirements (new rule)
    - 1. Board would adopt a new rule allowing all HOA Members 3 months to register property for rental.
    - 2. Rental limit would be set at greater of 275 homes (23% of total in HOA) or total of HOA Members that register, plus 10.

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**Rules/Fining Discussion**

6:30 pm, Thursday February 11, 2021

Page 3 of 4

- 3. Registration would require active rental or active effort to rent in compliance with current HOA rules, and would require copy of actual or proposed lease, and renter compliance agreement.
- 4. if the total number of rentals reaches the limit, a rental waiting list would be established and managed. HOA Members seeking to rent would then be required to wait for a spot to open on the list to begin renting their property.
- c. Non-Compliance with rules that provide HOA access to easements to maintain walls and other common property or that involve failure to remove trees and other plantings that are damaging the walls
- d. Violation of Bear preventions rules (potential new rule)
  - i. Board would establish a new rule that would track portions of the Seminole County ordinance applicable in bear prone areas. Basically, the ordinance requires garbage to either be secured in the garage and put out the morning of pick up or secured in a bear proof can.
  - ii. Board could consider sharing cost of one can per household (25% to 50%) for those that would like to purchase a can.

**4. Potential Process Going Forward**

After discussion at the Feb meeting:

- a. Seek input from attorney
  - i. Fining Process
  - ii. New Rules
- b. Further Board consideration and action as the processes proceed to:
  - i. Develop policy
  - ii. Approve policy
  - iii. Establish fining committee
  - iv. Implement

To assure we communicate effectively with HOA Members and build in time for Members to comply and have fines waived, we expect the implementation of the above changes would span the remainder of 2021 and possibly spill over into 2022.

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**Twin Rivers Homeowners Association Inc.**  
**Board of Director’s Meeting**  
6:30 pm, January 14, 2021  
**Electronic Meeting**  
**Minutes**  
Page 1 of 3

**DRAFT** XXX  
**Approved by the Board** \_\_\_\_\_

## Commencement of the Meeting

- Meeting was called to order by Bob White at 6:40 pm.
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, and Jamie Bowling and Leigh Quinn with Sentry Management were in attendance.
- HOA Members in Attendance – approx. 5
- Meeting was held electronically due to COVID-19 using WebEx.
- Links to the meeting were distributed via email to all HOA Members on the mailing list.

## Agenda

1. Call to Order
2. Proposed Agenda Modifications if Any
3. Voice of the Members

*HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.*

4. Discussion Topics

- a. COVID

- i. At the November meeting, the Board passed a motion to extend COVID-19 Stand down thru Feb 1, deal with only most egregious issues and compliance matters which were already in process.
    - ii. Would the Board like to:
      1. Extend the less complete compliance practices?

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**Twin Rivers Homeowners Association Inc.**  
**Board of Director’s Meeting**  
6:30 pm, January 14, 2021  
**Electronic Meeting**  
**Minutes**  
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**DRAFT** \_\_\_\_\_  
**Approved by the Board** \_\_\_\_\_

2. Continue with virtual Board meetings?

**b. Planning for the Annual Meeting:**

- i. Date (Mar 11?)
- ii. Agenda item suggestions
- iii. Elections

**c. Fining Committee Update** (Please see attached discussion document)

**d. Enforcement Issues**

- i. Plan for Dealing with Magnolia Tree Damaging the Wall
- ii. Silcox Matter – Update
- iii. Kelly Creek Complaints
- iv. Payment Plan Requests (If any)
- v. Other Matters from Management Report
- vi. Other

**e. Community Appearance Matters**

**5. Minutes from Prior Meetings** (Dec 2020 – See attached proposed Minutes)

**6. Reports**

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report
- e. Property Manager’s Report
- f. Other Reports as Appropriate - Special Project Management, Communications, Nominating, Community Outreach, Budget and Finance, Community Activities

**7. Closed Session, if needed**

**8. Adjournment**

**Members of the Board of Directors:**  
 Bob White – President  
 Tom Petrillo – Vice President  
 John Painter – Secretary/Treasurer  
 Cheryl Restagno  
 Stephen LaRocca  
 Darrell Lopez  
 Eric Basilo

**Architectural Review Committee**  
 Cheryl Restagno - Chair  
 Siri Goberdhan – Vice Chair

**Community Appearance Committee**  
 Siri Goberdhan - Chair  
 Cheryl Restagno – Vice Chair

**Property Manager**  
 Dennis Kapsis – Sentry Management

**Community Outreach Committee**  
 Eric Basilo – Chair  
 Tom Petrillo - Vice Chair

**Twin Rivers Homeowners Association Inc.**  
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**DRAFT** \_\_\_\_\_  
**Approved by the Board** \_\_\_\_\_

**Motions**

#	Motion Title	Motion		Vote						
		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric
				B	C	D	J	T	S	E
	Board Members Present?			Y	Y	NA	Y	Y	Y	NA
1	Larsen to draft letter to owner re: magnolia explaining options for Board’s review	B	T	Y	Y	NA	Y	Y	Y	NA
2	Extend compliance standdown to at least May 1	J	S	Y	Y	NA	Y	Y	Y	NA
3	Approve Dec Minutes as submitted	T	B	Y	Y	NA	Y	Y	Y	NA

**Key to voting notes:** Y=Yes, N=No, A=Abstain, NA=Not Present

**Adjournment**

Meeting was adjourned by Bob White at approximately 8:15 pm.

Respectfully Submitted,



John F. Painter

HOA Board Secretary and Treasurer