

**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  
Vivian (“Viv”) Guerra  
Joe Fitzgerald

**Property Manager**

Dennis Kapsis – Sentry Management

**Architectural Review Committee**

Cheryl Restagno - Chair  
Siri Goberdhan – Vice Chair

**Community Appearance Committee**

Siri Goberdhan - Chair  
Cheryl Restagno – Vice Chair

**Community Outreach Committee**

Eric Basilo – Chair  
Tom Petrillo - Vice Chair

Twin Rivers Homeowners Association Inc.

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

**Thursday July 8, 2021**

**6:30 pm**

**Virtual Meeting via WebEx**

**Page 1 of 5**

**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=md87108cf8a5ee1a4ad3d82d8b01d2334>

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.

Also, please be sure your speakers are adjusted to a mid-range volume setting. If speakers are set to a max or high-range volume setting, your speakers will cause a squealing feedback thru your mic when it is not muted.

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

**Join by phone:** 1-415-655-0001 US Toll, Meeting number (access code): **182 192 2161**

**Join by video system, application, or Skype for business** - Dial [1821922161@webex.com](tel:1821922161@webex.com) or dial 173.243.2.68 and enter your meeting number.

Meeting password: **2021\_07** (2021007 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

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**4. Discussion Topics**

**a. COVID-19 Policies - In April 2021, the Board passed the following 3 motions. The question for discussion is whether to continue these policies and if so for how long.**

- i. Continue to defer new enforcement actions thru at least 8/1 but send advice letters (per draft), continue with enforcement actions with HOA Members to which we have provided at least 3 letters asking for compliance within 30 days.
- ii. Meetings remain as Virtual thru at least thru at least 8/1.
- iii. Defer new collections action on accounts under \$1,000 thru at least 8/1. Reach out to higher balance accounts now.

**b. Audit Plan for 2021**

- i. We have a proposed engagement letter from Joseph R. Michalak, LLC to perform an Audit of our 2021 books of account. This firm has provided our audits for at least the last 8 years (probably much longer.) The services provided are very minimal as audit goes. The question to discuss is whether the Board would like to consider other firms and/or seeking a more extensive audit at a higher cost.
- ii. See proposed CPA Engagement Letter (Attachment 1)

**c. Changes to HOA Bank Accounts**

- i. This is an information item.
- ii. Sentry approached me asking for permission to move the \$181k balance in our Reserve Account from TD Bank to either Union Bank or Iberia Bank. Prior to this change, our banking balances were as shown below.

**76000 TWIN RIVERS HOMEOWNERS ASSOCIATION INC**

**Balance Sheet**

**June 2021**

	OPERATING	RESERVE	TOTAL
<b>CURRENT ASSETS</b>			
1015 UNION BANK - CHECKING - PRIMARY (SB)	141,811.82		141,811.82
1035 UNION BANK - MM - OPERATING (SB)	92,227.86		92,227.86
1062 TD BANK - MM - RESERVE		182,807.77	182,807.77
1101 IBERIA BANK - MM - OPERATING	134,427.60		134,427.60
	<b>368,467.28</b>	<b>182,807.77</b>	<b>551,275.05</b>

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- iii. I have approved the change, but the Board can direct otherwise.
- iv. The benefits of the change include:
  1. Increasing the balance in the Union Bank MM account to upwards of \$100K will boost the interest rate from 0.05% to 0.20%.
  2. Reducing the number of bank statement reconciled each month will also save the Association a small charge for the cost of reconciliation.
  3. The bank fees are waived for both Union and TD Bank.
  4. Union Bank applies a suretyship bond automatically to any Sentry client whose balances exceed \$250K. This is a supplemental insurance policy (to FDIC coverage) held with Liberty Mutual to secure all of the funds with Union Bank. Iberia Bank does not offer this policy, thus transferring these funds to the Iberia MM account would place the balance with Iberia over \$250k, which would exceed FDIC coverage limits. Therefore, in my opinion, moving the funds to Iberia is not an option.
  5. Union Bank provides better customer service than TD Bank.
  6. Sentry can download a daily report from Union Bank into Sentry’s system to reconcile the accounts and provide a list of exceptions for any item that clears the bank account not in our system. This increases security of our banking accounts.

**d. ARC forms/standards**

- i. This is a discussion of the revised ARC Application Form emailed to us a few days ago.
- ii. See the draft attached. (Attachment 2)

**e. Pool Enclosure Question**

- i. This is a continuation of a discussion we began last month. The question is whether the HOA Board would entertain a proposal from a HOA Member with a golf course lot to install a 4 foot tall protective barrier around a pool instead of requiring an enclosure. Below are pictures provided by the HOA Member.



- ii. The main concern is whether doing so would be consistent with HOA Rules and Covenants.

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- iii. It is my opinion that approving the request would be consistent with the Covenants. If the barrier is seen as a “fence”, approving the request would require modification or waiver of HOA Rules.
- iv. Below are the applicable provisions of the Covenants and Rules.
  - 1. The **Covenants, Conditions, Restrictions** ... (sometimes referred to as deed restrictions) prohibit a fence separating a home from the golf course or along/near the property lines that extend from the golf course back toward the front of the home.
  - 2. Our **HOA Rules** state: “Fences shall not be permitted on lots that are contiguous to the golf course.”
- v. The Board cannot change, waive, or deviate from Covenants. Changes can only be made by a vote of the HOA Membership.
- vi. HOA Rules are set by the Board. So, the Board has some flexibility in applying HOA Rules.
- vii. The HOA has consistently enforced the prohibition against constructing fences on golf course lots within the community and should deviate from that policy only after very careful consideration. The prohibition is very important to the appearance of the community and the golf course.

**f. Community Appearance and Enforcement Issues**

- i. Magnolia Tree Damaging the Wall (Ekana and Lockwood)
- ii. Collection efforts
- iii. Complaints from two HOA Members (Dennis to update and discuss)
- iv. Silcox Matter – Update
- v. Payment Plan Requests (If any)
- vi. Other Matters from Management Report
- vii. Other

**5. Minutes from Prior Meetings**

- a. May 2021 – See attached draft
- b. June 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

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- f. Other Reports as Appropriate - Special Project Management, Communications, Nominating, Community Outreach, Budget and Finance, Community Activities

**7. Closed Session, if needed**

**8. Adjournment**

**JOSEPH R.  
MICHALAK, LLC**  
CERTIFIED PUBLIC ACCOUNTANT

June 23, 2021

To Management and the Board of Directors  
Twin Rivers Homeowners Association, Inc.

RE: Audit Engagement

We are pleased to confirm our understanding of the services we are to provide for Twin Rivers Homeowners Association, Inc. for the year ended December 31, 2021.

We will audit the financial statements of the Association, which comprise the balance sheet as of December 31, 2021 and the related statements of revenue, expenses, and changes in fund balance and cash flows for the year then ended and the related notes to the financial statements. The document we submit to you will include, if available, supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and we will not express an opinion on it.

We will prepare the current federal income tax return for the year ended December 31, 2021, form 1120-H. We will perform the services in accordance with applicable professional standards, including the *Statements on Standards for Tax Services* issued by the American Institute of Certified Public Accountants. We will also prepare the financial statements of Twin Rivers Homeowners Association, Inc. in conformity with U.S. generally accepted accounting principles based on the information provided by you. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

**Audit Objective**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Association's financial statements. Our report will be addressed to the Management and Board of Directors of the Association. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion we may decline to express an opinion or to withdraw from this engagement.

**Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

**Management Responsibilities**

You are responsible for designing, implementing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the tax services, financials statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

Joseph R. Michalak, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the current year for these services will be \$ 2,200. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*Joseph R. Michalak, LLC*

Joseph R. Michalak, LLC  
Certified Public Accountant

ACKNOWLEDGED:

\_\_\_\_\_, \_\_\_\_\_  
Signature Title

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



TWIN RIVERS HOMEOWNERS ASSOCIATION
C/O SENTRY MANAGEMENT INC. (SMI)
2180 West State Road 434, Suite 5000
Longwood, Florida 32779

REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

SUBMIT REQUEST TO arc@twinrivershoa.com

INSTRUCTIONS: In order to process this application, the following items must be submitted Email, to the email address listed above, at least 21 business days prior to the scheduled commencement of any work:

- 1. This completed application.
2. Detailed description and specification of the proposed modification. (Example: Type, Location, Materials, Color, Design, Dimensions, Plans, Survey, Pictures and other information as may be pertinent to complete your request or required per the ARC standards guidelines located on the ARC web site)
3. Description of the Services being provided by Vendor, including Warranty (Mfg. and Labor) and a Statement of work on how installation will be performed
4. Verification that Vendor is License, bonded and insured to perform said services.
5. Copy of County / City Permits (If applicable), and or a licensed Arborist letter if removing a Tree.

To: Board of Directors and/or Architectural Review Board

From: Owner(s)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If Phone number and/or email provided is the employer of the owner be advised a delay in contacting you can occur)

I/We hereby request to make the following modification, alteration or addition as described below -Check all that Apply:

- Painting, Roof, Doors & Windows, Other, Landscape, Driveway, Solar, Irrigation, Pool, Screen Enclosures, Fence & Gate, Pavers, Gutters, Patio /Deck, House Addition, Trees new or removal, Shed, Shrubs/ground scape, Play gym/Pergola

Description (Attach additional pages if necessary):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Contractor Information: (If being done by the Owner, please indicate: BY OWNER (Leave this blank – Sign as Owner)

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ License Number: \_\_\_\_\_ Email: \_\_\_\_\_

Liability Insurance Name/Policy Number: \_\_\_\_\_ (Provide a copy of Insurance Certificate)

By submitting this Application, we agree to the following terms and conditions as described below:

- Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be in violation of HOA rules and may have to remove work completed or halt work to date until such time as formal approval has been completed.





TWIN RIVERS HOMEOWNERS ASSOCIATION  
C/O SENTRY MANAGEMENT INC. (SMI)  
2180 West State Road 434, Suite 5000  
Longwood, Florida 32779

- All installations, alterations and modifications shall be of professional design, quality and materials.
- The Board of Directors / Architectural Review Board reserves the right to require additional information & request modifications to the original plans.
- Any ARC request will follow all Specifications outlined in the ARC Design Manual that pertain to the type of request being submitted, and will be subject to any design specification changes based on the effective date of the specification change.
- Any approval granted herein is subject and conditioned upon obtaining the necessary approval / permits required from any City and/or County Building and or Zoning Departments, as well as an arborist (tree removal) as may be required in accordance with the local codes, laws and ordinances, prior to the commencement of work. It is the Owners responsibility to provide said information to the Association to validate this request.
- Access to areas of construction are to be made exclusively through the individual owner’s lot, property and/or unit entrance only.
- The owner shall be ultimately responsible for any damages incurred to common property, other property and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred, as a result of the modification, improvement, violation of the rules and regulations and / or negligence on his behalf and / or his contractors, vendors. The Association has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.
- During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the lot, property and/or common elements daily.
- Abide with the Association’s authorized days and approved hours for construction and modification as listed on the Rules and Regulations.
- Abide by any Board/ARC requests impacting a site visit, i.e. face masks due to any health issues in the area.

Signature of Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

**For Board of Directors and/or Architectural Review Board Use Only:**

Date Application Received: \_\_\_\_\_ Date of Disposition: \_\_\_\_\_

Approval Granted:  Approval Denied:

Subject to additional terms or requirements as noted below and / or attached (Check if Applicable)

Explanation/Description of ARC Approval:

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**Board of Directors or ARC Chairman**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Twin Rivers Homeowners Association Inc.

## Monthly HOA Board Meeting

## Minutes

**Meeting of  
Thursday May 13, 2021**

### Meeting Record

- Meeting was called to order by John Painter at 6:30 pm.
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, with Sentry Management were in attendance.
- HOA Members in Attendance – approx. 4
- 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.
- Meeting was adjourned by John Painter at approximately 8:10 pm.

### Agenda

#### 1. Call to Order

#### 2. Proposed Agenda Modifications if Any

Add: ARC Matter – Paint Approval

#### 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

- Bear Issues** - Bear Proof Cans and Straps
- Fining Program Update – Brief comment**
- Enforcement Issues**

- Magnolia Tree Damaging the Wall (Ekana and Lockwood)

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Twin Rivers Homeowners Association Inc.

**Monthly HOA Board Meeting**

**Minutes**

**Meeting of  
Thursday May 13, 2021**

- ii. Collection efforts – 2 seriously delinquent accounts
- iii. Silcox Matter – Update
- iv. Payment Plan Requests (If any)
- v. Other Matters from Management Report
- vi. Other

**5. Minutes from Prior Meetings**

- a. April 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**

**9. Closed Session, if needed**

**10. Adjournment**

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Twin Rivers Homeowners Association Inc.

**Monthly HOA Board Meeting**

**Minutes**

**Meeting of  
 Thursday May 13, 2021**

**Motions/Actions/Discussion**

#	Motion Title	Motion		Vote								
		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric	Vivian	Joe
				B	C	D	JP	T	S	E	V	JF
	Board Members Present?			NA	Y	Y	Y	NA	NA	NA	Y	Y
1	ARC Paint Approval Question			<ul style="list-style-type: none"> <li>ARC was prepared to approve a paint scheme involving grey walls and garage door, yellow front door, and white trim as consistent with paint standards</li> <li>HOA Member proposed that the garage door be white</li> <li>Board members discussed the matter and no motion was made to direct the ARC to approve paint scheme proposed by HOA Member</li> <li>Multiple Board members indicated they would not be in favor of such a motion</li> <li>Board members asked ARC to expedite sending an approval letter so HOA Member could proceed with painting</li> </ul>								
2	<p>The HOA would pay to remove the Magnolia tree at Corner of Lockwood and Ekana. Provisos are:</p> <ul style="list-style-type: none"> <li>first obtain 3 quotes;</li> <li>proceed if less than \$3,000 (discuss again if more than \$3,000);</li> <li>only use a licensed, bonded, and insured contractor for the removal; and</li> </ul>	D	JP	NA	Y	Y	Y	NA	NA	NA	Y	Y

**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  
 Vivian (“Viv”) Guerra  
 Joe Fitzgerald

**Property Manager**  
 Dennis Kapsis – Sentry Management

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

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

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

Twin Rivers Homeowners Association Inc.

**Monthly HOA Board Meeting**

**Minutes**

**Meeting of  
 Thursday May 13, 2021**

#	Motion Title	Motion		Vote								
		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric	Vivian	Joe
				B	C	D	JP	T	S	E	V	JF
	Board Members Present?			NA	Y	Y	Y	NA	NA	NA	Y	Y
	<ul style="list-style-type: none"> <li>seek to have the contractor’s insurer designate the HOA as an Additional Insured (not sure the insurer will agree but worth the ask).</li> </ul>											
3	April Minutes – Approved as Presented	D	V	NA	Y	Y	Y	NA	NA	NA	Y	Y

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

Respectfully Submitted,

John F. Painter  
 HOA Board Secretary and Treasurer

**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  
Vivian (“Viv”) Guerra  
Joe Fitzgerald*

**Property Manager**

*Dennis Kapsis – Sentry Management*

**Architectural Review Committee**

*Cheryl Restagno - Chair  
Siri Goberdhan – Vice Chair*

**Community Appearance Committee**

*Siri Goberdhan - Chair  
Cheryl Restagno – Vice Chair*

**Community Outreach Committee**

*Eric Basilo – Chair  
Tom Petrillo - Vice Chair*

Twin Rivers Homeowners Association Inc.

**Monthly HOA Board Meeting**

**Minutes**

**Meeting of  
Thursday June 10, 2021**

**Meeting Record**

- Meeting was called to order by Bob White at 6:32 pm.
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, with Sentry Management was in attendance.
- HOA Members in Attendance – approx. 4
- 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.
- Meeting was adjourned by Bob White at approximately 8:00 pm.

**Members of the Board of Directors:**  
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Joe Fitzgerald

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Dennis Kapsis – Sentry Management

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Eric Basilo – Chair  
Tom Petrillo - Vice Chair

Twin Rivers Homeowners Association Inc.

## Monthly HOA Board Meeting

# Minutes

**Meeting of  
Thursday June 10, 2021**

### 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. Charter Revision Committee Update
- b. Signage Issue
- c. ARC forms/standards
- d. Enforcement Issues
  - i. Magnolia Tree Damaging the Wall (Ekana and Lockwood)
  - ii. Collection efforts – 2 seriously delinquent accounts
  - iii. Silcox Matter – Update
  - iv. Payment Plan Requests (If any)
  - v. Other Matters from Management Report
  - vi. Other

5. Minutes from Prior Meetings

- a. May 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

**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  
 Vivian (“Viv”) Guerra  
 Joe Fitzgerald

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Twin Rivers Homeowners Association Inc.

**Monthly HOA Board Meeting**

**Minutes**

**Meeting of  
 Thursday June 10, 2021**

**Motions/Actions/Discussion**

#	Motion Title	Motion		Vote								
		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric	Vivian	Joe
				B	C	D	JP	T	S	E	V	JF
	Board Members Present?			Y	Y	Y	Y	Y	Y	Y	NA	Y
1	<b><i>The were no motions offered during the meeting</i></b>											
2												
3												

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

Respectfully Submitted,



John F. Painter  
 HOA Board Secretary and Treasurer