

Members of the Board of Directors:

Bob White – President *
Tom Petrillo – Vice President
John Painter – Secretary/Treasurer *
Darrell Lopez *
Vivian (“Viv”) Guerra
Linda Dhennin

Property Manager

Dennis Kapsis – Sentry Management

Communications Committee

Tom Petrillo – Chair
John Painter

* Nominating Committee Members

Architectural Review Committee

Cheryl Restagno - Chair
Siri Goberdhan – Vice Chair
Linda Dhennin

Community Appearance Committee

Siri Goberdhan - Chair
Cheryl Restagno – Vice Chair

Neighborhood Committee

Viv Guerra – Chair
Tom Petrillo - Vice Chair

Twin Rivers Homeowners Association Inc.

**Monthly Board Meeting
Agenda
and
Continuation of
Annual Meeting of the
HOA Members**

Thursday May 12, 2022

6:30 pm

Virtual Meeting via WebEx

Page 1 of 3

Because of the COVID-19 Issue, until further notice, all HOA Member and Board meetings will be held electronically. The public will have access to all electronic HOA 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=mfe83127b449d7bc75b85f28e7a23e339>

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 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 squealing/feedback thru your mic when it is not muted.

2. Option to Join by phone or video system

Dial in by phone: 1-415-655-0001 US Toll, Meeting number (access code): 2551 865 6558, Meeting password: tpYK8pyUA73 (87958798 from phones and video systems)

Join by Mobile Device: Tap [+1-415-655-0001,,25518656558#87958798](tel:+1-415-655-0001,25518656558#87958798) US Toll

Join by video system, application, or Skype for business: Dial [25518656558@webex.com](tel:25518656558@webex.com). You can also dial 173.243.2.68 and enter your meeting number.

See next Page(s) for the Meeting Agenda.

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Note:

The HOA Board meeting will be held beginning at 6:30.

At 7 pm, the Board meeting will be continued briefly and the Annual Meeting of the HOA Members will be called to order for a brief 5 minute update on election of Board Directors.

After adjournment of the HOA Annual Meeting of the Members, the HOA Board Meeting will resume.

Agenda - Annual Meeting of Twin Rivers HOA Members (Beginning at 7 pm)

- I. Call to Order
- II. Brief discussion re: Election of Directors
- III. Adjournment

Agenda of the HOA Board Meeting (Beginning at 6:30 pm)

- 1. Call to Order
- 2. Proposed Agenda Modifications if Any
 - a. Other agenda items?
- 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

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* Nominating Committee Members

a. Fining Process (Please see Attachment A)

- i. Brief Update
- ii. **No Action Anticipated or Required**

b. ARC, Community Appearance, and Enforcement Issues

- i. Shed Recently Installed without ARC Approval
- ii. Complaints re: Swings (Dennis)
- iii. Enforcement Process (Brief Discussion, Q&A of Dennis/Community Appearance Committee)
- iv. Silcox Matter – Update
- v. Collection efforts
- vi. Payment Plan Requests (If any)
- vii. Other Matters from Management Report
- viii. Discussion: Feb 3 Email from Board Member re: Enforcement
- ix. Other

5. Minutes from Prior Meetings – (Please see Minutes toward the back of the package)

- a. Apr 2022 HOA Board Meeting (Organizational Meeting)

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. Adjournment

Attachment A
For Discussion with Counsel
Violations that could be Fined
DRAFT v2 of May 2, 2022
Redline v Version Discussed at April Meeting

Page 1 of 3

1. General

- a. Each violation would be fined separately
- b. Fines would typically be \$100/day accumulating each day until each issue is resolved but be capped at \$1,000.
- c. Upon reaching \$1,000, the fine would become an assessment against the property that could be collected by means available to the HOA (e.g. liens, foreclosure).
- d. Process
 - i. Board would consider info gathered about a complaint by the HOA's association manager and potentially other parties.
 - ii. Board would notify the HOA member or resident of intention to consider a fine.
 - iii. Board would decide whether to impose a fine at an open meeting at which the HOA member or resident would be allowed to present its case to the Board
 - iv. If the Board decides to fine, the matter would be referred to the Fining Committee for review. The Fining Committee could either approve the fine or reject the fine and remand the matter to the Board for further consideration.
 - v. Both the Board and Fining Committee would prioritize achieving compliance over imposing financial penalties.

2. Nuisance

- a. Offenses that significantly detract from the neighborhood and the rights of surrounding neighbors to enjoy their property or that involve safety or security matters
 - i. Home appearance
 - ii. Home activities (e.g., running a business that brings customers to the home, performing maintenance in driveways, etc.)
 - iii. Persistent failure to control and manage pets per HOA Rules
 - iv. Failure to abide by rules intended to avoid encounters with bears
- b. Generally, creating a nuisance, particularly in the area of failing to maintain the home's appearance, would involve multiple violations but could involve a severe single violation (e.g.,

Attachment A
For Discussion with Counsel
Violations that could be Fined
DRAFT v2 of May 2, 2022
Redline v Version Discussed at April Meeting

Page 2 of 3

failure to control an aggressive pet) or to remove the pet from the community upon a demand by the HOA to do so.)

3. Landlords

- a. Failure to provide to the HOA copies of each lease prior to allowing a renter to occupy the home
- b. Failure of a lease to comply with HOA Rules prior to allowing a renter to occupy the home
- c. Failure to provide to the HOA an executed Agreement to Abide prior to allowing a renter to occupy the home.
- d. Allowing tenants to occupy the home in violation of leasing restrictions in the HOA's rules

(e.g., lease shorter than one year, leasing rooms while occupying the house (e.g., running a boarding house), leasing to more people than allowed, allowing renters for formally or informally sub-lease)
- e. Renting a home if a balance is due for fines or if violations of lease related Rules have not been resolved to the HOA's satisfaction
- f. Failure to terminate a lease when required by the HOA under HOA Rules (in this case, penalty may include forfeiture of rights to lease the home for up to a year in lieu of a fine)

4. Tenants

- a. Agreements to Abide would include provisions providing for termination of a lease if Rules are repeatedly violated the renter creates a nuisance by violating HOA Rules.
- b. For instance, the following could be added to the Agreement to Abide renters are to execute at the time of signing a lease:
 - i. I understand and agree that this Renter's Agreement to Abide is incorporated into and is a part of the Lease between me and the Owner(s) as to the Property.
 - ii. I understand and agree that the HOA is a third-party beneficiary of the Lease between me and the Owner(s) of the Property, and as such, is entitled to enforce the Lease, including seeking eviction for violation(s) of the terms of the Lease in accordance with applicable Florida law.
 - iii. I understand and agree that upon a third violation of the Twin Rivers Homeowner Association Rules and Regulations, having been duly notified in writing sent by certified

Attachment A
For Discussion with Counsel
Violations that could be Fined
DRAFT v2 of May 2, 2022
Redline v Version Discussed at April Meeting

Page 3 of 3

mail to the address listed herein of each such violation, the Lease shall immediately terminate and I may be evicted if I fail to surrender the Property.

5. ARC Approvals

- a. Making of a modification that requires approval of the ARC without first seeking and obtaining approval. (e.g., painting a home or placing a shed on the property without prior approval)
- b. Existing Deed restriction violations (e.g., sheds on lots abutting the golf course)
- c. Fine may accumulate until approval is sought and obtained and modifications are made to comply with the HOA's Rules, standards, and criteria.

6. Parking of Commercial Vehicles in the Neighborhood

7. ~~Significant violations~~Violations involving parking of boats, RVs, or autos.

Monthly Board Meeting Agenda

Minutes

Thursday April 14, 2022

Members of the Board of Directors:
Bob White – President *
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John Painter – Secretary/Treasurer *
Darrell Lopez *
Vivian (“Viv”) Guerra
Linda Dhennin

Architectural Review Committee
Cheryl Restagno - Chair
Siri Goberdhan – Vice Chair
Linda Dhennin

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

Neighborhood Committee
Viv Guerra – Chair
Tom Petrillo - Vice Chair

Property Manager
Dennis Kapsis – Sentry Management

Communications Committee
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John Painter

* Nominating Committee Members

A. Meeting Record

- Meeting was called to order by 6:35 pm by Bob White
- 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. 8
- 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 President Bob White at approximately 8:20 pm.

B. Agenda

(See Agenda Package for Appendices)

1. Call to Order
2. Proposed Agenda Modifications if Any
 - a. Other agenda comments?
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. Organization of the HOA Board for the Coming Year (Please see Appendix A)

**Monthly Board Meeting
Agenda**

Minutes

Thursday April 14, 2022

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- Bob White – President **
- Tom Petrillo – Vice President*
- John Painter – Secretary/Treasurer **
- Darrell Lopez **
- Vivian (“Viv”) Guerra*
- Linda Dhennin*

Architectural Review Committee

- Cheryl Restagno - Chair*
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- Linda Dhennin*

**Community Appearance
Committee**

- Siri Goberdhan - Chair*
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Property Manager

Dennis Kapsis – Sentry Management

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- Viv Guerra – Chair*
- Tom Petrillo - Vice Chair*

Communications Committee

- Tom Petrillo – Chair*
- John Painter*

** Nominating Committee Members*

i. Appointment of Directors

(Appendix A, pages 1-5)

ii. Resolutions

1. Resolution 2022-1: Establishing the Community Standards Office

(Appendix A, page 6)

2. Resolution 2022-2: Appointment of Committee Members

(Appendix A, pages 7-8)

3. Resolution 2022-3: Authorizing the Nominating Committee

(Appendix A, pages 9-10)

4. Resolution 2022-4: Authorizing the ARC

(Appendix A, pages 11-14)

5. Resolution 2022-5: Authorizing the Community Appearance Committee

(Appendix A, pages 15-16)

6. Resolution 2022-6: Authorizing the Neighborhood Committee

(Appendix A, pages 17-18)

7. Resolution 2022-7: Authorizing the Communications Committee

(Appendix A, pages 19-20)

b. Fining Process (Please see Appendix B)

i. Discussion - Violations to Consider making Subject to Fines

ii. No Action Anticipated or Required

c. Community Appearance and Enforcement Issues

i. Magnolia Tree Damaging the Wall (Ekana and Lockwood)

ii. Silcox Matter – Update

iii. Collection efforts

iv. Payment Plan Requests (If any)

Monthly Board Meeting Agenda

Minutes

Thursday April 14, 2022

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** Nominating Committee Members*

- v. Other Matters from Management Report
- vi. Discussion: Feb 3 Email from Board Member re: Enforcement
- vii. Other

5. Minutes from Prior Meetings

- a. Feb 2022 HOA Board Meeting
- b. Mar 2022 HOA Board Meeting
- c. Mar 2022 Annual Meeting of the Members

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. Adjournment

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Twin Rivers Homeowners Association Inc.

**Monthly Board Meeting
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Minutes

Thursday April 14, 2022

C. Record of Actions Taken

Key to voting notes: Y=Yes, N=No, A=Abstain, NA=Not Present, PE=Pre-election to the Board – did not vote

#	Motion Title	Motion		Vote									
		By	Second	Bob	Tom	Darrell	John	Vivian	Linda				
				B	T	D	JP	V	L				
	Board Members Present?			Y	Y	NA	Y	Y	Y				
Election of Directors													
1	Darrell Lopez	T	J	Y	Y	NA	Y	Y	PE				
2	Vivian (“Viv”) Guerra	J	T	Y	Y	NA	Y	NA	PE				
3	Linda Dhennin (See Attachment 1 for Bio)	J	T	Y	Y	NA	Y	Y	PE				
Other Motions/Resolutions													
4	Resolution 2022-1: Establishing the Community Standards Office	B	L	Y	Y		Y	Y					

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Thursday April 14, 2022

* Nominating Committee Members

#	Motion Title	Motion		Vote								
		By	Second	Bob	Tom	Darrell	John	Vivian	Linda			
				B	T	D	JP	V	L			
	Board Members Present?			Y	Y	NA	Y	Y	Y			
Election of Officers												
5	Bob White P	J	T	A	Y	NA	Y	Y	Y			
6	Tom Petrillo VP	J	B	Y	A	NA	Y	Y	Y			
7	John Painter Sec/Tres	T	B	Y	Y	NA	A	Y	Y			
8	Cheryl - Standards	T	L	Y	Y	NA	Y	Y	Y			
Other Motions/Resolutions												
9	Resolution 2022-2: Appointment of Committee Members	J	V	Y	Y	NA	Y	Y	Y			
10	Resolution 2022-3: Authorizing the Nominating Committee	J	B	Y	Y	NA	Y	Y	Y			

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#	Motion Title	Motion		Vote									
		By	Second	Bob	Tom	Darrell	John	Vivian	Linda				
				B	T	D	JP	V	L				
	Board Members Present?			Y	Y	NA	Y	Y	Y				
11	Reduce Number of Directors from 9 to 7	T	J	Y	Y	NA	Y	Y	Y				
12	Resolution 2022-4: Authorizing the ARC	J	B	Y	Y	NA	Y	Y	Y				
13	Resolution 2022-5: Authorizing the Community Appearance Committee	J	B	Y	Y	NA	Y	Y	Y				
14	Resolution 2022-6: Authorizing the Neighborhood Committee	J	B	Y	Y	NA	Y	Y	Y				
15	Resolution 2022-7: Authorizing the Communications Committee	B	V	Y	Y	NA	Y	Y	Y				

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				B	T	D	JP	V	L			
	Board Members Present?			Y	Y	NA	Y	Y	Y			
16	That the Board provide approval to our attorney, Larsen, to proceed with the proposed payment plan/settlement stipulation process for the H=HOA Member on Cracker Creek (attorney’s file 1486-C-20-1005, Matter # 52505) Further, we authorize Sentry to provide any assistance requested by Larsen.	J	V	Y	Y	NA	Y	Y	Y			
17	Approve Minutes as Submitted (Batch of 3 – Feb and March 2022 BOD Mtgs and 2022 Annual Member Mtg)	T	B	Y	Y	NA	Y	Y	Y			

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Election of Directors – Voting Process

	Proposed Term Length (years)	Term would Expire Spring of	Directors to Cast a Vote
Darrell Lopez	3	2025	Bob, Tom, John, Viv
Vivian (“Viv”) Guerra	3	2025	Bob, Tom, John, Darrell
Linda Dhennin (See Attachment 1 for Bio)	1	2023	Bob, Tom, John, Darrell, Viv

Respectfully Submitted,

John F. Painter
HOA Board Secretary and Treasurer