PARADISE POINT TOWNHOMES OWNER'S ASSOCIATION

ANNUAL MEMBERSHIP MEETING MINUTES

November 7, 2026 @ 10:AM

Location: Elks Club, Navarre, FL and via Zoom Videoconference
Meeting Type: Annual Membership Meeting

1. CALL TO ORDER

The Annual Membership Meeting of Paradise Point Townhomes Owners Association was called to order by President, Janna Hatch on November 7, 2026 @ 10:00 AM.

A roll call of members was conducted to establish attendance. **A quorum was confirmed**.

Units Represented 1,2,3,7,8,9,14,15,19,20,21,23,24,25,26,27,28,31,32,33,34

Units NOT REPRESENTED – 4,5,6,10,11,12,13,16,17,18,22,29,30

2. FINANCIAL REPORT

The board reviewed account balances through October 31, 2026

- The operating account holds $55,521.
- The reserve account holds $172,104, which became entirely liquid after $100,000 in certificates of deposit (CDs) matured on October 18, 2026, and were not renewed to maintain liquidity.
- The insurance account has $20,380 in liquid funds plus $100,000 invested in CDs to prepare for future insurance costs.
- Current CD investments earned $5,054 in year-to-date interest.
- Reserve accounts grow by $3,400 monthly from dues, totaling $40,800 annually based on $100 per unit per month.

3. ANNUAL BUDGET

The proposed annual budget was presented and discussed. The budget maintains the current monthly assessment of $800 per unit. **No increase was proposed**, with $490 per unit per month for all HOA insurance policies, and $100 per unit per month for funding Reserves. The remaining funds are used for all other budget items the HOA is responsible for.

The annual budget was approved by all (5) Board members, and is now posted on the HOA website (pptoanavarre.com)

4. HURRICANE DAMAGE AND INSURANCE CLAIM

- The Frontline Master Insurance policy excludes wind-driven rain unless an opening was directly created by the storm.
    - If water entered around windows or sliding glass doors without a structural breach, the association must cover the repair costs.
    - Southern Cat performed water-extraction and dry-in mitigation on 33 of 34 units, totaling approximately $230,000 in mitigation costs alone.
    - Our total insurance deductible across all six buildings is roughly $200,000 based on a 2% policy deductible tied to property replacement values established in a December 2024 replacement cost value appraisal.
- On-site insurance adjusting has been minimal to date.
    - The Frontline adjuster conducted a ground-level pass-through and provided an incomplete initial report covering only siding, two windows, and one sliding glass door.
    - Inspection reports from a roofing company and Ready5 oversight have not yet reached the insurance claims manager.
    - A separate endorsement covers fences—including the dumpster and pool fences—up to $10,000 with zero deductible, though fence coverage and roof scopes remain in insurer review (Q&A).
    - Owners were urged to submit photographs showing structural damage, drywall failure, cracked walls, shifted decks, and missing exterior siding to establish storm-created openings.
    - Michael Fox highlighted severe shifting in unit 27's exterior wing wall supporting patio decks, cracked bedroom drywall, binding glass shower doors, and a deck support beam and handrail backed out 1.5 inches away from unit 28.
    - Weathertite Roofing inspected the attic of unit 15 and identified water entry originating from soffits and dog access points, despite initial mitigation contractors refusing attic entry.
    - Jason Higgs confirmed flying a rooftop drone across all units two days after the storm to document roof and siding conditions, noting several sections of siding missing where unit roofs join adjacent walls.

Upcoming Insurance Inspections

Frontline Insurance has scheduled additional inspections for Tuesday, November 10, and Wednesday, November 11, 2026.

- The inspections will include a structural engineer, two technicians, and the insurance claims adjuster. Southern Cat representatives are also expected to participate.
- The inspections will address interior and exterior damage, including roofing, siding, soffits, structural concerns, water intrusion, and other storm-related conditions.

Homeowners were strongly encouraged to participate in the inspections when possible and to provide photographs documenting damage to their units.

5. RESERVES AND POTENTIAL SPECIAL ASSESSMENTS

The membership discussed the financial impact of hurricane restoration expenses, insurance deductibles, and the need to maintain adequate reserves.

The Association's available reserve funding was discussed in relation to anticipated restoration costs.

Potential funding options included:

- Utilizing a portion of available reserve funds, without depleting the entire amount.
- Implementing a one-time special assessment.
- Increasing monthly assessments to replenish reserves.
- Combining reserve funds with a special assessment.

The membership almost unanimously expressed the desire for "as needed special assessments" rather than permanently increasing monthly dues assessments to fund repairs and / or reserve replenishment.

- **No special assessment was reported or formally approved during the meeting, as the costs for hurricane repair costs remain unknown at this time.**
- **The Association intends to conduct additional memberships meetings once insurance determinations and restoration cost estimates are available.**

6. LANDSCAPING CONTRACT

The membership was advised that the current landscaping contractor, Luna Sol Services, will not renew the landscaping contract in January 2027.

Three landscaping companies have been considered as potential replacements. An additional meeting with East Bay Landscaping is planned to obtain a proposal.

7. PROPERTY MAINTENANCE AND REPAIRS

The following maintenance matters were discussed:

Roofing and Ventilation – Current dog house roofing and soffit ventilation projects remain on hold pending resolution of hurricane insurance claims and damage assessments.

Termite Treatments - remains the individual responsibility of each owner, though the Association maintains coverage on the common pool house; Massey was cited as a vendor used by most owners.

Mailboxes - A damaged bracket on the first mailbox was identified and will be investigated. Jason Higgs agreed to repair the bracket by welding a steel metal bracket to the existing pedestal.

Vegetation and Visibility - Overgrown bushes near our entry gate and mailbox area were identified as potential visibility and safety concerns. Ownership and responsibility for maintaining the vegetation will be determined before trimming. Jason Higgs and Michael Fox will investigate.

Overflowing dumpster rules were reiterated - boxes must be broken down and furniture is prohibited to prevent $200 carrier penalty fees.

Dumpster Lid Issue – Janna will investigate and contact Waste Management if a new dumpster is needed

Building Cleaning - Pressure washing of buildings was discussed as a possible component of future restoration work by repair contractors.

8. COMMUNITY TRAFFIC AND SAFETY

Members expressed concerns regarding excessive vehicle speeds within the community, particularly delivery vehicles. Visibility concerns were also identified near the mailbox area and a blind intersection.

Potential safety improvements discussed included:

- Installation of additional stop signs.
- Installation of speed bumps.
- Trimming vegetation that obstructs visibility, as discussed above

The Board will investigate appropriate traffic-calming measures and associated costs.

9. GOVERNING DOCUMENTS

The membership was informed that the Association has temporarily halted efforts to update its governing documents to conform with applicable provisions of Chapter 720, Florida Statutes due to hurricane issues. Once they are ready for review, the membership will be presented with the new version and explanations for the revisions, and a 67% vote of the membership is required to amend the documents.

10. LEGAL

The board transitioned legal counsel away from a firm requiring a revolving retainer back to their prior attorney (Moorhead Law, J. Frazier) with a $650 annual retainer. The agreement includes one free hour, a $25 hourly rate discount, and access to an on-call Community Association Manager (CAM) for general guidance.

11. POOL MAINTENANCE

The membership recognized the volunteer contributions of Jeremy Mangan and Dan Hatch, who perform state mandated daily pool chemical testing and monitoring. Their volunteer services provide ongoing financial savings of more than $7800 annually to the Association by reducing the need for additional pool maintenance services. Appreciation was expressed for their continued efforts.

12. COMMUNITY COMMUNICATION AND EMERGENCY PREPAREDNESS

Homeowners were encouraged to register for **Santa Rosa County emergency notifications** to receive timely information regarding evacuation orders, road closures, and other emergency conditions.

Members were also reminded to promptly report ANY unusual maintenance conditions, storm damage, water leaks, damaged fencing, and other property concerns to the Board via email (pptoamanagement@gmail.com)

13. BOARD OF DIRECTORS

The membership was advised that the Association's existing five-member Board of Directors would continue serving. No additional volunteers came forward to serve on the Board.

Janna Hatch - President, Jeremy Mangan - VP, Michael Fox - Secretary / Treasurer, Mitzi Sisk and Jason Higgs, Board Members

Appreciation was expressed to the Board and all members of the community who volunteered their time and efforts above and beyond, particularly during the recent hurricane cleanup, mitigation response, and all other recovery activities!

14. FUTURE MEETINGS

Additional membership meetings are anticipated once the Association receives more complete information regarding:

- Frontline Insurance's coverage determinations.
- Structural engineering and damage assessments – November 10th and 11th.
- Final mitigation expenses.
- Restoration contractor estimates.
- Available reserve funding.
- Potential special assessment requirements.

All future meetings will be available via Zoom - the dates and times will be announced as additional information becomes available.

15. ADJOURNMENT

There being no further business, the Annual Membership Meeting was adjourned.

Adjournment Time: 11:25 AM.

Respectfully submitted,

Michael Fox
Secretary/Treasurer
Paradise Point Townhomes Owners Association