

Annual Meeting Minutes
Paradise Point Townhouse Owners Association
October 11, 2025

Type of Meeting: Annual Meeting

Meeting Facilitator: Janna Hatch

Invitees: All Homeowners

- Roll call was conducted, with Janna Hatch confirming that 30% or more of owners were present, meeting the quorum requirement for the meeting.
 - Units 1,2,3,9,10,13,14,15,18,19,20,22,23,24,25,26,27,28,29,31,32,33 were present in person or via Zoom
 - Units 4,5,6,7,8,11,12,16,17,21,29, 30 and 34 were not represented at the meeting
- Janna Hatch made a motion to approve the meeting minutes from the previous year, which was seconded Mitzi Sisk and subsequently approved.

Financial Report

Current Financial Status

- Michael Fox reported the following financial details:
 - Operating Account - \$31,485
 - Reserve Account \$77,765 as cash, \$50,000 in CDs for Reserves
 - Total Reserves of approximately \$127,000
 - \$3,400 added to Reserves monthly from dues
 - Insurance account balance of \$66,300 as of September 30th
 - Additional \$100,000 invested in CDs for Insurance
- Interest rates on CDs have dropped from 5% to about 3.8% currently, projecting about \$3,700 in interest for the year

Budget Discussion

- **Michael Fox announced no dues increase for the coming year**
- Explanation provided for maintaining current dues:
 - New insurance appraisal initially suggested a potential increase to \$245,000 for the Master Insurance Policy
 - Actual new policy premium came in at \$203,000, a 16% decrease from the expected amount
 - Liability, Worker's Comp and D&O Insurance stayed at \$7334
- **Breakdown of \$800 monthly dues allocation per Unit:**
 - \$516 per unit per month for Insurance
 - \$100 per unit per month for Reserves
 - Remaining amounts are budgeted for Maintenance and Repairs, Pool Care and Repairs, Lawncare, Dock and Seawall, Palm Tree trimming, Utilities, Administrative and Legal, and other expenses
- Michael emphasized transparency and availability of financial information to all homeowners
- **The 2026 Budget will be posted on the website (pptoanavarre.com)**

Insurance Updates

- Michael reported that a \$58,000 check was written for the first annual Master Policy payment
- The insurance company allows payments to be spread over a 10-month period
- One Owner inquired about the five policies mentioned:
 - Master Policy covering the buildings
 - Workers' Comp Policy
 - Directors and Officers policy
 - Two liability policies
 - A small policy for holding the meeting at the Elks Club
- Discussion on the necessity of Workers' Comp Policy despite not having employees. It is recommended by our Insurance Agent as protection against lawsuits.
- Cathey Saurage asked if the HOA shopped for a better rate for Master Policy
 - Michael indicated it is shopped annually, but no other HOA on Navarre Beach has our coverage and a 2% deductible, so we stay with Frontline until a better deal is available

Annual Property Report

Completed Projects

- Pool house replacement completed at a cost of approximately \$17,000
 - Pool House was pre-treated for Termite Protection
- Electrical Meters replaced on Units 7-11 at the expense of homeowners
- Roof ventilation effort completed on two newer buildings (Units 1-6 and 29-34)
 - Jason Higgs recommended a de-humidifier if experiencing condensation issues

Ongoing and Future Projects

- Doghouse Repairs and Improvements:
 - Michael Fox reported that doghouses on all buildings are in rough shape
 - A test case was done on Unit 27, costing \$800
 - Plan to continue around the complex at approximately \$400 per unit
 - Will include cleaning up old flashing and improving dryer vents
- Shirley Irwin raised the question of preventative maintenance, such as caulking around windows and doors
 - Michael explained that there is currently no active pursuit of such maintenance, but Owners should be vigilant and report issues to HOA.
 - Jason Higgs offered to use his drone to inspect units for maintenance issues, particularly around roofs and windows

Maintenance and Homeowner Responsibilities

- Michael Fox and Shirley Irwin both emphasized the importance of homeowners treating their units like primary homes and taking responsibility:
 - Regularly inspect doors, windows, and other areas for potential issues
 - Report any problems that may be the Association's responsibility promptly
 - Owners are encouraged to maintain areas such as cleaning decks and side walls inside decks
- Discussion on the use of products like "30 Seconds" for cleaning mold and mildew

- Jason Higgs suggested using a leaf blower to clean dryer vents
- Janna Hatch reminded everyone of the importance of regular dryer vent cleaning

Pest Control and Termite Protection

- Discussion on the effectiveness of Termite Bonds:
 - Michael Fox mentioned that the previous HOA termite contract was not worth the cost
 - Stated that Termite Bonds do not cover repairs unless active termites are present
 - Kevin Frary shared an experience where moisture invalidated a Termite Bond
- Michael encouraged every owner to protect their Unit from termites individually
- Michael mentioned that the new governing documents will include language about requiring owners to spray for Termites. Several owners have already used Massey to do this.
- Discussion on various pest control companies and their services, including Massey and Southland Pest – each Owner should choose whomever they want at their own expense.

Board Elections and Volunteer Positions

- Michael Fox announced that there were no new volunteers for the board, resulting in the same five members continuing
- Kevin Frary volunteered to be a standby board member, should it ever be needed
 - Discussion on the importance of having backup board members in case of unexpected vacancies
 - Jason Higgs mentioned that board members have 90 days to complete required FL State Certification for HOA Board members if they need to step in
 - Jason Higgs announced his intention to step down from the board after the next year due to potential new job commitments

Governing Documents Update

- Michael Fox mentioned that the process of updating the governing documents is still ongoing
 - Alan Sisk inquired about the attorney fees for this process, suggesting it is taking longer than he expected
 - Michael explained that the attorneys are working on specific requests from the Board
 - The update process includes ensuring compliance with the latest HOA FL Statute 720
- Michael assured that owners will have ample time to review the new documents before voting, requiring a 67% approval from all members

Flood Insurance Requirements

- Mitzi Sisk requested that owners send updated flood insurance information to the PPTOA management email (pptoamanagement@gmail.com)
- Many owners' flood insurance policies have expired, and current information is needed
- Discussion on potentially creating a spreadsheet with unit numbers and insurance expiration dates for the PPTOA website – Mitzi Sisk took this Action Item

Website and Communication

- Michael Fox emphasized that important documents such as bylaws, insurance policies, and rules and regulations are available on the HOA website (pptoanavarre.com)
- Encouraged owners to use the website for accessing information rather than requesting individual copies
- Stressed the importance of potential buyers reviewing these documents before purchasing

New Business

Short-Term Rental Proposal

- Dee Pulse made a motion to consider allowing short-term rentals (less than 30 days), which was seconded by Unit 32
- Discussion on potential impacts of short-term rentals:
 - This was outlawed in the late 90's due to extensive property damage and liability issues
 - Increased wear / tear and maintenance on the property, especially pool and dock
 - Need for paid security to protect liability and crime prevention on the property
 - Parking issues associated with increased vehicle traffic
 - Changes in insurance requirements and costs
 - **All above will require an increase in HOA dues for additional costs**
- **Michael Fox noted that 67% owner approval would be required to change existing governing documents**

***** A Voluntary straw poll is being conducted to gauge owner sentiment for short term rentals and renters having pets before spending legal funds to revise the existing rule in the CCR's.**

Gate Access and Remote Controls

- Unit 32 inquired about using garage door openers for gate access
- Michael Fox mentioned issues with adding additional remote controls and the potential need to replace the gate receiver
- Jason Higgs suggested checking batteries and reprogramming existing remotes as a potential solution

HOA Dues Payment Methods

- Discussion on using Zelle for HOA dues payments:
 - Michael encouraged the use of Zelle as it's free for the Association and Owners
 - Approximately 60% of owners now pay via Zelle, safe and secure
 - Other payment methods like Venmo are not possible due to transaction fees
- Michael mentioned issues with some mailed checks being lost by the Navarre Post Office

Meeting Adjournment

- Michael thanked all attendees, both in-person and online
- The meeting was formally adjourned and seconded by Janna Hatch