

**MINUTES – BOARD OF DIRECTORS  
YACHT HARBOR MANOR PROPERTY OWNERS ASSOCIATION, INC.  
MONTHLY MEETING  
September 25, 2019**

**MEMBERS PRESENT:**

Fred Jolowski – President  
Marianne Wiegand – Secretary  
Nat Nason – Vice President  
Joe Chowanec - Treasurer  
Fred Dioguardi – Director  
Jim Moogan – Director

**CALL TO ORDER**

Fred Jolowski, President, called the meeting to order at 6:30 p.m.

**PROOF OF MEETING NOTICE**

Meeting notice signs were posted at both entrances to YHM on Saturday Sept 21 prior to meeting indicating location and time.

**APPROVAL OF MINUTES FROM JULY 24, 2019**

Minutes from July 24, 2019 were reviewed (no meeting in August). Nat moved to approve, seconded by Fred Dioguardi, minutes were unanimously approved.

**CONTRACTOR PERMITS (Ambrosino on Singer & Powell & Sims on Morse)**

Fred J will provide Marianne with the information relative to new roofs on 2 homes owned by Ambrosino – Marianne will type out a cover letter to be signed by 3 directors approving the roofs which will then be provided to the contractor (a requirement by the City before granting a permit). Also, 3 directors signed a cover letter at the meeting for a replacement fence at the Sims' home on Singer; she will email/send the letter to Bull Dog Fence (also needed by the City before permit can be granted).

**STATUS OF RECEIVABLES**

Our bookkeeper, Kristy Higgins, is currently on maternity leave until Oct 15. Kristy & Jon were blessed with a baby boy, Fisher, in August. We will report on receivables when Kristy returns to work. Marianne reported that annual assessments owed that had not been paid for current and past years is now \$1K, down from over \$6K.

**NEW UPGRADED STREET SIGNS**

Jim & Fred J reported that they reviewed a preliminary concept of our future street signs, made a few small changes, and are now waiting for a final proof that will be presented to the Board for approval in the near future. These signs will have our sailboat logo on them. Jim will contact Kauff Signs to follow up on permit process/status.

## **PROTOCOL FOR ADDRESSING CONTRACTORS' HOME IMPROVEMENTS**

With change in personnel at the City, it was discussed how to best provide owners & their contractors with the approval for work to be done (when appropriate) to expedite the permit process. Prior to this meeting, Marianne contacted the City manager in charge of this who said any form of written approval is fine and said in the past it was in the form of a letter from the Board. We will comply with providing a letter and it will be signed by 3 Directors and will be returned with the attached plans/drawing(s) affixed with our seal. Plans will be submitted to architectural engineer, Ed Sheehan, for some projects to review setbacks among other things.

## **UPDATE ON BEACH ACCESS**

Jim shared with the Board a copy of the most recent survey done of our easement to the beach that we share with Palm Beach Isles. The cost for this survey was \$900 which PBI said they would absorb. In addition to this survey, an elevation survey must be done which Jim will arrange (10 points of elevation, including where our sidewalk ends) and YHM will assume the cost. Nat moved to approve up to \$500 to pay for this survey, seconded by Josef and unanimously approved. Jim has made inroads with the County relative to the dune and a landscape architect needs to be obtained as well. A rope and post walkway is currently planned but other options will be considered, also to be shared with PBI.

## **UPDATE ON RECORDS (i.e. emails, phone numbers, addresses)**

Records up to date and continually amended based on sales, etc.

## **MISCELLANEOUS**

Discussion ensued regarding upcoming holiday decorations.

## **ADJOURNMENT**

Having no further business, the meeting was adjourned around 7:20 p.m.

Respectfully submitted,

Marianne Wiegand, Secretary YHMPOA

September 26, 2019