

# MPOA Board Meeting

Wednesday, January 26, 2022

*Reporting on December 2021 Business*

# Waterlefe Master Property Owners' Association, Inc.

995 Fish Hook Cove, Bradenton, FL 34212

Board of Directors Meeting via YouTube Live Stream

Wednesday, January 26, 2022, at 2:00 PM

## Proposed Agenda

- **Opening**
  - Call to Order, Roll Call, Establish Quorum
  - Proof of Notice of Meeting
- **2022 Committee Structure** – John Valletta
- **Approval of Outstanding Minutes**
  - December 15, 2021, MPOA Monthly Meeting Minutes
- **Fining Hearing**
  - 10904 Big Bass Place – Exterior Paint
- **Compliance Statement**
- **Homeowners' Statements**
  - **NEW PLATFORM:** YouTube Live Stream
  - Comments will be facilitated via the comments function. You must sign into YouTube to use this feature.
- **Motions for Approval**
  - Approval of New Policy Statements #31-22 & #32-22 – John Valletta
  - Motion to Transfer Funds- Bob Griswold
  - Motion to Transfer Funds- Bob Griswold
  - Approval of Boat Life Repairs – Bob Griswold
  - Approval of New Paint Schemes – John Valletta
- **MPOA Financial Update**
- **CAM Report**
  - Sub Associations Update
  - Compliance Report
- **River Club Report**
- **Updates- DRB & Committee Chairs**
- **Old Business**
  - Boat Lift dredging
  - Capital Resale Contribution Discussion
  - River Club Modifications
  - Consider Monthly MPOA Board Meeting day & time change
- **New Business**
  - Strategic Planning Presentation – Jodi Carroll
- **Directors' Comments**
- **Adjournment**

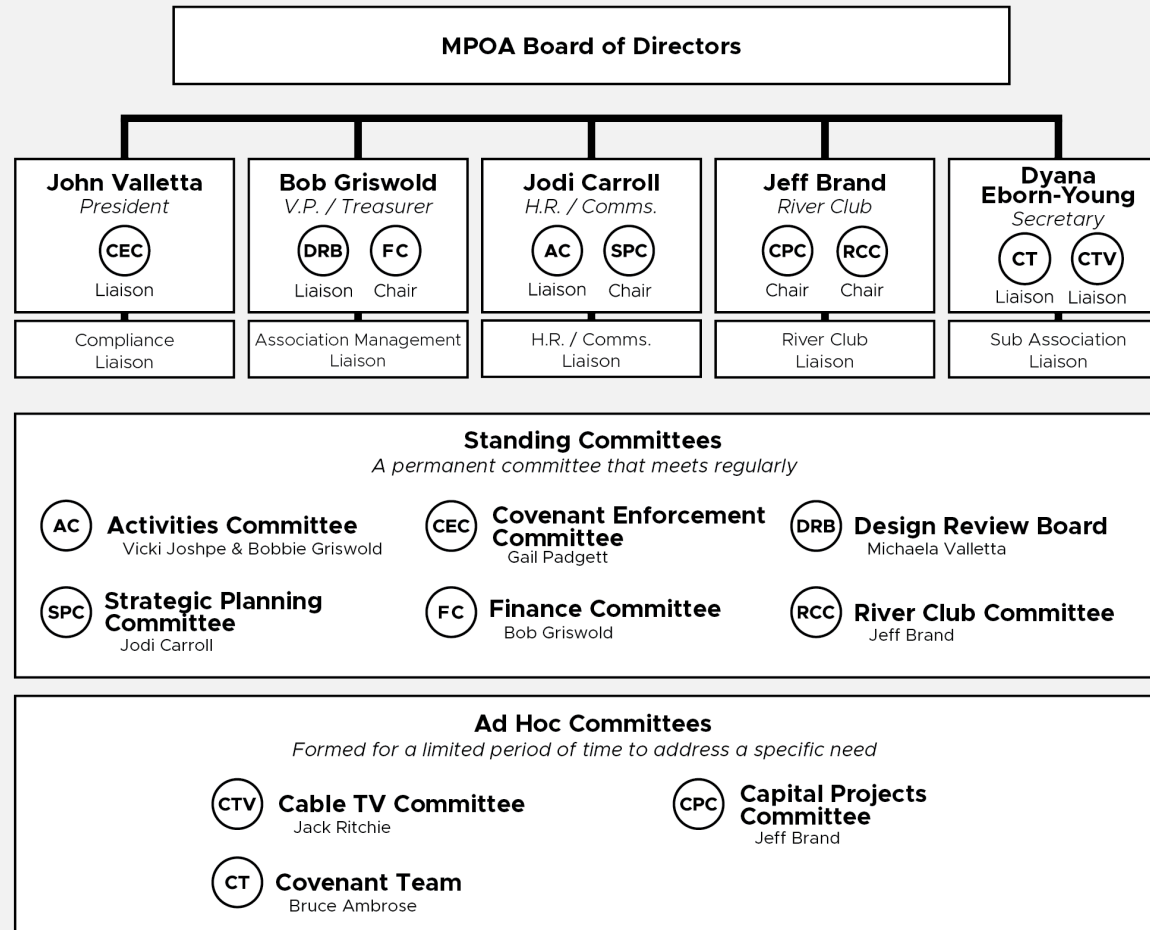
John Valletta, President

Waterlefe Master Property Owners' Association, Inc.

NOTICE DATED: January 12, 2022



# 2022 Committee Structure



# Fining Hearing

## Section 3.8 of By Laws

*“Members shall have the right to speak at the annual and special meetings of the Master Association, committee meetings and Board meetings with respect to all designated agenda items. A member shall not have the right to speak with respect to items not specifically designated on the agenda provided, however, that the Board may permit a Member to speak on such items in its discretion”*

# Florida Statute Chapter 720.303

*"Members have the right to attend all meetings of the board. The right to attend such meetings includes the right to speak at such meetings with reference to all designated items. The association may adopt written reasonable rules expanding the right of members to speak and governing the frequency, duration, and other manner of member statements, which rules must be consistent with this paragraph and may include a sign-up sheet for members wishing to speak."*

# Homeowner Statements

As a reminder, the rules for Member participation during the meetings are as follows:

1. Each Member on the list who wishes to speak on an agenda item\* must be recognized by the Chair. Once recognized, the Member shall state his/her name and address.
2. Each Member addressing the Board will be given a reasonable time to speak (no longer than 3 minutes); provided the Chair may impose reasonable time limits to facilitate Member participation.
3. After other Members have had an opportunity to speak, then a Member who has already spoken may be given another opportunity, time permitting.
4. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.
5. The Board is not obligated to take immediate action on any item presented by a Member. Following the conclusion of the Homeowners Statements, the Board will proceed with the business portion of the meeting. Members who attend or remain may not participate in deliberation or discussion during this portion of the Board meeting.

\* Member Statements regarding not agenda issues may be addressed at the conclusion of Board business if time permits.

Policy #19-19 Board Meeting Conduct  
FL State Statute 720.303 (2)(b)

# Homeowner Statements

03:00

mins:  secs:  type:

 Breaktime for PowerPoint by Flow Simulation Ltd.

Pin controls when stopped ☒



# Motions for Approval

# January 2022 Motion by John Valletta

## REQUEST FOR MOTION

**REQUESTED ACTION:** Motion to approve New Policy Statements.

**BACKGROUND:** Directors Resolution Re Adoption of Election Rules and Directors Resolution Electronic Voting were adopted by the MPOA Board by approved motion at the June 23, 2021, MPOA Board meeting. Resolutions have been assigned Policy statement numbers.

## REQUESTED MOTION:

BE IT MOVED the Board approve new Policy #31-22, Directors Resolution Re Adoption of Election Rules  
*(adopted June 23, 2021)*

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**

BE IT MOVED the Board approve new Policy #32-22, Directors Resolution Electronic Voting *(adopted June 23, 2021)*

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**

# January 2022 Motion by Bob Griswold

## REQUEST FOR MOTION

**REQUESTED ACTION:** Motion to transfer \$53,113.68 from the Truist Reserve Account to the Truist Operating Account.

**BACKGROUND:** In order to reconcile the cash accounts to the Reserve Fund balances for year end 2021, \$53,113.68 will need to be transferred from the reserve account to the operating account for reserve projects that were paid through the Truist operating checking account.

## REQUESTED MOTION:

BE IT MOVED that the Waterlefe' s Treasurer be directed to allow the Comptroller to transfer \$53,113.68 from the Truist Reserve Account to the Truist Operating Checking Account for purposes of fund reconciliation for 2021.

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**



# January 2022 Motion by Bob Griswold

## REQUEST FOR MOTION

**REQUESTED ACTION:** Motion to transfer \$15,000.00 from the Truist Operating Account to the Truist Reserve Account.

**BACKGROUND:** The MPOA surplus for 2021 has sufficient funds to further fund a one-time payment of \$15,000.00 to the MPOA Reserve Account.

## REQUESTED MOTION:

BE IT MOVED that the Waterlefe's Treasurer be directed to allow the Comptroller to transfer \$15,000.00 from the Truist Operating Checking Account to the Truist Reserve Account for purposes of funding a one-time additional payment to the Reserves for 2021.

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**

# January 2022 Motion by Bob Griswold

## REQUEST FOR MOTION

**REQUESTED ACTION:** Motion to approve FHS quote of \$17,817.62 for necessary repairs of the boat lift.

**BACKGROUND:** The North lift was found to need extensive replacements during the November 2021 biannual inspection. The steel track, track assembly, trolley assembly, slings, connectors and various cables need replaced for the boat lift to function properly. Additionally, during the November 2021 bi-annual inspection, the South lift was found to need the gearcase seal, wire ropes & clips, and slings were found to also need replacing.

**REQUESTED MOTION:** BE IT MOVED that the FHS quote for replacement parts for the North and South lifts, the total price of \$17,817.62; \$12,000 to be funded by Boat Lift Reserves and the remaining amount not to exceed, \$5,817.62 to be funded by Operating Reserves (Operating Reserves will be paid back by either a special assessment or a transfer from Boat Lift Reserve when funds are available - TBD at a later date) , be approved.

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**

# January 2022 Motion by John Valletta

## REQUEST FOR MOTION

**REQUESTED ACTION:** Motion to approve 21 new paint schemes to Waterlefe approve paint scheme options.

**BACKGROUND:** Waterlefe DRB has retired paint schemes that have not been used in the approved paint scheme options. Based on homeowner feedback received by Association Management and evolving design trends, the DRB recommends the Board approve the 21 new paint schemes.

**REQUESTED MOTION:** BE IT MOVED that the Board approve the 21 new DRB selected paint schemes to be added to the approved paint schemes for use in Waterlefe.

**APPROVED BY MPOA BOARD on January 26, 2022, Approved 5-0**

# MPOA Financial Update

December 2021

# Waterlefe MPOA Over/Under Report

## December 2021

	Monthly Actual	Monthly Budget		Over/ Under	%	YTD Actual	YTD Budget		Over/ Under	%
Revenues - PM MPOA (No PPP Income Included)	\$177,651	\$176,845	OVER	\$806	0.46%	\$2,231,976	\$2,176,654	OVER	\$55,322	2.54%
Revenues - Riverclub	\$85,821	\$72,129	OVER	\$13,692	18.98%	\$626,075	\$562,380	OVER	\$63,695	11.33%
Revenues - Riverclub Minimum Assessment	\$47	\$0	OVER	\$47		\$28,339	\$24,000	OVER	\$4,339	18.08%
<b>Total Revenue</b>	<b>\$263,520</b>	<b>\$248,974</b>	<b>OVER</b>	<b>\$14,546</b>	<b>5.84%</b>	<b>\$2,886,390</b>	<b>\$2,763,034</b>	<b>OVER</b>	<b>\$123,356</b>	<b>4.46%</b>
Cost of Goods Sold	\$37,605	\$27,554	OVER	\$10,051	36.48%	\$251,951	\$212,698	OVER	\$39,253	18.45%
Payroll Expenses	\$156,603	\$129,509	OVER	\$27,094	20.92%	\$1,136,313	\$1,129,176	OVER	\$7,137	0.63%
Oper & Res Expenses (No Deprec Included)	\$152,296	\$115,497	OVER	\$36,799	31.86%	\$1,482,256	\$1,421,160	OVER	\$61,096	4.30%
<b>Total Expenses</b>	<b>\$346,504</b>	<b>\$272,560</b>	<b>OVER</b>	<b>\$73,944</b>	<b>27.13%</b>	<b>\$2,870,520</b>	<b>\$2,763,034</b>	<b>OVER</b>	<b>\$107,486</b>	<b>3.89%</b>
<b>NET</b>	<b>-\$82,984</b>					<b>\$15,870</b>				



# Aged Owner Balances December 2021

## Breakdown of the \$162,200 Owner Balances

MPOA	\$41,724	\$22,136 is one property that is in foreclosure proceedings.
River Club	\$114,987	\$14,535 is one property that we have a lien.
Villas	\$0	
PY Minimum	\$794	The balance of the Aged Owner Balances are in the process of collection which total \$125,529.
Boat Lift	\$0	
Shores Addl Assessment	\$4,696	
<b>TOTAL</b>	<b>\$162,200</b>	

Current A/R under 30 days	\$123,907
A/R over 90 days	\$35,299
Bankruptcy/Lien/Foreclose/Attorney (2 Units)	\$36,671
Bad Debt Write Off this month	\$0

# Waterlefe MPOA Cash Statement

## December 31, 2021

	Bank			Bank		
	Beginning Balance	Cash/Gain Received	Paid Out	Ending Balance	Out- Standing	Ending GL Balance
BB&T Bank Operating	\$181,949	\$308,407	-\$423,940	\$66,416	\$19,998	<b>\$46,417</b>
BB&T Bank Op MM	\$51,255	\$0	-\$50,000	\$1,255		<b>\$1,255</b>
BB&T Bank Op (Payroll)	\$233	\$188,900	-\$188,861	\$272	\$0	<b>\$272</b>
<b>ENDING BALANCE</b>						<b>\$47,945</b>
Centennial Bank Reserve	\$179,873	\$112	\$0	\$179,985		<b>\$179,985</b>
BB&T Bank MM Reserve	\$223,161	\$28,937	-\$53,114	\$198,984		<b>\$198,984</b>
<b>TOTAL RESERVES AND INVESTMENT</b>						<b>\$378,970</b>
<b>TOTAL OPERATING &amp; RESERVES</b>						<b>\$426,914</b>

# Waterlefe MPOA Loan Statement

## December 31, 2021

	<b><u>Original Loan Amount</u></b>	<b><u>Principal Draw</u></b>	<b><u>Beginning Principal Bal</u></b>	<b><u>Current Principal Due</u></b>	<b><u>Current Interest due</u></b>	<b><u>Ending Principal Bal</u></b>
<b>Loan #1-annex</b>	\$479,000	\$469,342	\$140,343	\$4,756	\$614	<b>\$135,587</b>
<b>Loan #2-kitchen</b>	\$196,935	\$179,222	\$42,561	\$2,441	\$195	<b>\$40,121</b>
					<b>Total Principal</b>	<b>\$175,708</b>

# Community Association Manager's CAM Reports

December 2021

# Playground repair and replacement parts/equipment order update

- New estimated ship date of 3/21/2022 – Due to a Covid outbreak at the manufacturing plant in Missouri this past month.

# DRB Applications

- There are **15** Approved Applications that are pending completion

Paint	Roof	Dock	Pool Cage	Windows	Driveway	Solar Panels
3	2	1	1	4	2	2

## Compliance

- There are **72** homes not in compliance
  - **69** Exterior Cleaning related (Roof, House, Driveway, and/or Walkway)
  - **2** Landscape related
  - **1** Exterior Paint related
    - 53 Courtesy Notice
    - 18 Warning Letter-Covenant Violation (1<sup>st</sup> Letter)
    - 0 Notice of Violation Letter (2<sup>nd</sup> Letter)
    - 1 Notice of Referral for Fining Hearing (3<sup>rd</sup> Letter)
- 19** In the process of achieving compliance: *these homeowners have proactively communicated with Association Management*

# Sub-Associations Update

- **The Shores** –
  - Annual Meeting scheduled for Tuesday, February 1, 2022, at 6:15 PM
- **The Sound** –
  - Annual Meeting scheduled for Thursday, February 10, 2022, at 10 AM
- **The Watch** –
  - Annual Meeting scheduled for Thursday, February 10, 2022, at 2 PM
- **The Watch II** –
  - Annual Meeting re-scheduled for Thursday, March 10, 2022, at 3 PM

# Mailbox Rehab Effort

**Current:** Conch Shell

**Up Next:** Restoration Terrace & Day Lily Court

**Completed Streets:**

Big Bass Court  
Discovery Terrace  
Foggy Morn Lane  
Misty Pond Court  
Rainbow Court  
Sand Crane Court  
Turning Leaf Terrace  
Watch Condo Association: River Basin Court & Sea Turtle Terrace  
Watch II Condo Association: Discovery Terrace  
Whooping Crane Ct.  
Winding Stream Way  
Maritime Court  
Portside Terrace  
Mossy Branch Lane  
Field Brook Court

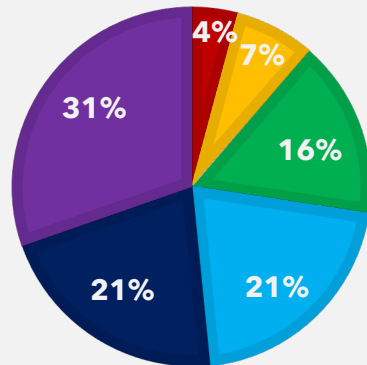




# River Club December Update

## # OF PATRONS BY AMENITY

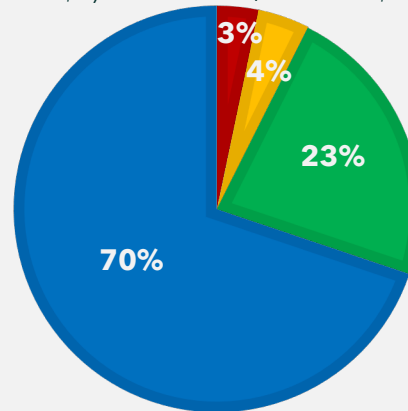
Tiki Bar - 116  
Event - 451  
To-Go - 598  
Brunch - 204  
Bistro - 592  
Dining Room - 854



2815 Total Patrons

## REVENUE BY AMENITY

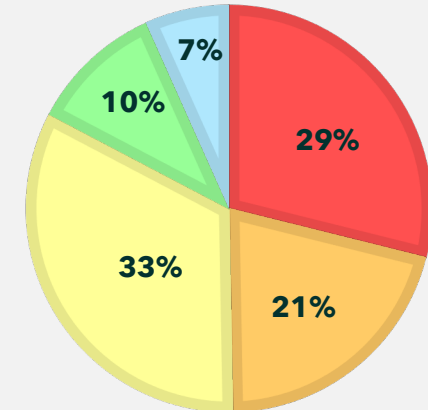
Tiki bar \$2,863.52  
Brunch \$3,600.28  
Event \$19,955.68  
A La Carte \$61,128.71



\$87,548.07 Total Revenue

## REVENUE BY DAY OF THE WEEK

Wednesday \$25,272.25  
Thursday \$18,246.44  
Friday \$28,866.18  
Saturday \$9,309.41  
Sunday \$5,853.79



\$87,548.07 Total Revenue

# River Club Update Membership slide

- Social Member spending in December 2021: \$3,062
- Total Social Member spending YTD (since July 2021): \$12,599
- # of Full Culinary Memberships as of December 31, 2021: 14 (+1 in Dec)
  - - 1 (*reverted to Golf Reciprocal Membership*)
- # of Golf Reciprocal Memberships as of December 31, 2021: 45 (+3 in Dec)
  - - 1 (*converted from Full Culinary Membership*)

# DRB Update

- **Design Review / Covenant Enforcement**
  - Michaela Valletta, Chairperson

*Let's continue to keep  
Waterlefe Beautiful*

# Committee Updates

- **Activities Committee** - Vicki Joshpe/Bobbie Griswold (Co-Chairs)/ Jodi Carroll (Liaison)
- **Capital Projects** - Jeff Brand (Chair & Liaison)
- **Covenant Team** - Bruce Ambrose (Chair)/ Dyana Young (Liaison)
- **Finance** - Bob Griswold (MPOA Treasurer & Liaison)
- **River Club**- Jeff Brand (Chair & Liaison)
- **Strategic Planning** - Jodi Carroll (Chair & Liaison)

# Old Business

- **Boat Lift Dredging** - Limited Common Expense for Canal Homeowners. *Army Corps- Tampa Reg. Update from CAM.*
- **Capital Resale Contribution Discussion** - Requires an amount set and community vote to amend covenants. *No Updates*
- **River Club Modifications** - Feasibility study continues. *No updates*
- **Consider Monthly MPOA Board Meeting day and time change** - Size of in person audience will soon exceed room and location of meeting will need to be moved to the dining room to accommodate growing attendance. Due to River Club hours of operation the MPOA meeting date would need to be changed to Monday or Tuesday for meetings to be held in the Dining Room. Homeowner feedback has suggested considering morning or evening times. *Under Board Consideration*

# New Business

Strategic Planning Presentation- Jodi Carroll

## Directors' Comments

## CDD Updates

## Adjournment

# Waterlefe Strategic Planning Committee

2021 Strategic Plan Update  
Presented January 26, 2021



# Strategic Planning Committee

- Joint MPOA and CDD committee
- Update Strategic Plan approved in 2018
- Committee represented golf, boating, real estate, new residents, residents with children, executive home, villa, condo, carryover from previous planning committee
- THANK YOU Committee Members
  - Audrey Bilotti, Dave Rogers, Ted Cole, Eileen Azzopardi, Karen Ennis, John Stevens, Steve Slocum, Jim Davis, Jen Milne, and Steve Dietz
- Committee convened in May 2021
- Assisted in development of homeowner survey
- Performed SWOT analysis
- Updated vision, mission, key initiatives and action plan based on survey results



# Vision Statement

*Vision statement is the image or state to which the association aspires*

Existing: Make Waterlefe the premier golfing and boating community in Florida's Central Gulf Coast. Promote our outstanding lifestyle as an ideal community for any family and seek ways to grow homeowner satisfaction.

Proposed: Located on the scenic Manatee River, Waterlefe is the premier golf and boating community that our families are proud to call home.



# Mission Statement

*Mission statement is the organization's purpose stated in a memorable phrase*

Existing: Protect and improve the value of our Waterlefe Community. Promote home values through a strong Homeowner Association, support an active CDD that maintains our golf course, streets and public areas, and encourage homeowners to maintain and enhance properties.

Proposed: Safeguard our outstanding community and its unparalleled amenities and lifestyle.



# Key Initiatives

*Key initiatives state the association's intentions and expectations*

## Existing

- Promote homeowner property values
- Promote homeowner satisfaction
- Encourage home upgrades
- Attract new home buyers

## Proposed

- Proactive approach to community relevancy and image
  - Relevancy – no shuffleboard
  - Image – Whoa! You live in Waterlefe...
- Nurture homeowner satisfaction
  - Activities, events, environment, atmosphere
- Enhance community assets
  - River Club, Golf, Boating Community, Trails



# Operational Actions Plans



# Proactive Approach to Community Relevancy and Image

- **Sustain the visual attributes of our mature community that is located on the scenic and mangrove lined Manatee River.**
  - **Support DRB** (Design Review Board) to maintain neighborhood standard
  - Planned improvements to The Pointe
  - CDD Landscape Committee ongoing enhancement and/or replacement projects
  - Continue infrastructure repair and maintenance such as roadways, lake banks, nature walks, and bridges
  - Connect with kayak community and formalize plan to improve services and access to kayakers

# Proactive Approach to Community Relevancy and Image

- **Promote the attributes of our community that offers world class golf and outstanding boating amenities with access to the Gulf of Mexico.**
  - Maintain and upgrade technology
  - Sustain website and social media presence
  - Continue to host prestigious golf events
  - Sustain marketing plan that reaches potential homebuyers, golf and social memberships
  - Continue to update digital assets and collateral for marketing purposes
  - Improve communication of boating value, options, and costs
  - Improve collateral and communication of what is available to residents, private vs. public water access
  - Educate community about restrictions and use of waterways and canals



# Nurture Homeowner Satisfaction

- **Maintain community financial stability through good planning and careful management of community funds and reserves.**
  - MPOA and CDD actively engaged in long-term financial planning and asset management
  - MPOA incrementally increasing annual reserve contribution
- **Balance homeowner fees with the challenge of maintaining our infrastructure, roadways, landscape, irrigation, waterways and our social amenities.**
  - CDD committed to maintain infrastructure at the advisement of the CDD Engineer i.e. roadways, storm water system, erosion, and walls/guardrails
  - MPOA committed to maintain amenities and administration of covenant enforcement

# Nurture Homeowner Satisfaction

- **Promote a vibrant and active community. Encourage social participation and use of our many and varied amenities.**
  - Targeted communications
    - Lefe Life/Golfers Glance, Website, Golf Club programming focusing more on social, non-golf related events
    - RC and Activities Committees curate social calendar with events inclusive of all segments of community
    - Initiate boating and kayaking activity communications via eblast



# Enhance Community Assets

- **Highlight attributes of Waterlefe (in publications)**
  - Gated community with world class golf course
  - Secure lifestyle surrounded by beautiful and undisturbed nature
  - Near Sarasota, Tampa, St. Petersburg
- **Many homes with direct water access**
  - Two marinas
  - Waterways to Manatee River and Gulf
  - Kayak storage and natural launch
- **Stable financials, many social activities, quality dining**
- **Great entertainment, resort style pool, full fitness center**
- **Scenic waterfront dining and viewing, pointe and pier**

# Enhance Community Assets

- **Enhance community assets**
  - River Club refresh
  - Golf Course renovation (greens, tees, etc.) to keep its premier status
  - Golf Clubhouse renovation
  - Improve kayak storage and natural launch access
  - Improve operation and maintenance of boat lift
- **Encourage 20-year-old interiors and exteriors need updating to enhance look and improve value**
  - Lefe Life
  - Assistance of resident realtors
- **Encourage owners to seek ideas from professional sources and recent neighbor upgrades**
  - Lefe Life before and after
  - Assistance of resident realtors

# Thoughts for Boards

- **Prioritize, fund and implement recommendations**
  - The Pointe erosion mitigation project funded and scheduled for Summer 2022
  - Boatlift and riverside dredging funded, in permitting process, tentatively scheduled for 2022/23
  - CDD CapX Committee developing plans for golf clubhouse renovation scheduled for 2023
  - CDD Golf Committee developing golf course renovation plans scheduled for 2023
  - Roadways and waterways are reviewed annually and work is prioritized accordingly
  - Kayak storage and natural launch maintenance plan
  - Review, update, and communicate boat lift operation and maintenance plan
  - **Consider MPOA Boating Community Ad Hoc Committee to advise MPOA**
    - **Examples: Waterway easements, boatlift repairs and use, no wake signs and education**

# Questions/Comments

