



THE WATERFRONT MASTER ASSOCIATION, INC.

NOTICE IS HEREBY GIVEN that the monthly Board of Directors meeting for **THE WATERFRONT MASTER ASSOCIATION, INC.**, will be held on the date, time and place posted below:

DATE: June 19th, 2025
TIME: 1:00PM
PLACE: William H. Jervy, Jr., Venice Library, 300 Nokomis Ave S, Venice, FL, 34285 and via ZOOM

BOARD OF DIRECTORS MEETING MINUTES

CALL TO ORDER: Mike Hartley called the meeting to order at 1:00pm.

DETERMINATION OF QUORUM AND PROOF OF NOTICE: Proof of notice was posted according to the association documents and Florida Statue 718. A Quorum of the board was established with all board members present.

READING AND APPROVAL OF THE MINUTES: A **MOTION** was made by Gary Keith and seconded by Bea Holt to waive the reading of both sets of minutes. All in favor. **MOTION PASSES** unanimously.

A **MOTION** was made by Mark and seconded by Scott for reconsideration of the item in December 3rd, 2024, minutes regarding the specifications. The motion passes with majority of the Board members voting in favor. All in favor. **MOTION PASSES** unanimously.

A **MOTION** was made by Gary and seconded by Terry to consider in reconsideration to add the enclosure of balconies to include a second approved storm screen configuration for 8th and 9th floor end units to permit partial enclosure of the balcony terminating at the non-cantilever pillar and connecting to the wall.

A **MOTION** was made by Bea and seconded by Gary to approve the April 24th, 2025, minutes. All in favor. **MOTION PASSES** unanimously.

OFFICER'S REPORTS:

Presidents' Report: Mike gave a detailed report of ongoing association business to include all repairs identified during the hurricanes and the plan for repairs.

Treasurer Report: This position remains open. Mike gave a detailed description of the finances of the association and the association is on budget. The Special Assessment is needed because the items on the Special Assessment were not allocated in the Reserve Budget.

Landscape Committee: No report.

UNFINISHED BUSINESS:

Report on Hurricane Damage Repairs Report: Chris with Reliance Building Maintenance gave a detailed report on the following:

- a. **Sutter Roofing:** Project is complete for Building A and B. Building C still has tiles that need to be replaced. Chris is working with Sutter to remedy this.



THE WATERFRONT MASTER ASSOCIATION, INC.

- b. **Precision Gate:** The photo sensors will be installed next week for the entrance gate. Chris will be gathering two more bids for gate companies to repair the damaged fence section at the entrance.
 - c. **Generator Maintenance:** The generators are working, and Chris will get back up fuel for the upcoming storm season to have on hand.
- **Reliance Building Maintenance:** Chris gave details on procedures to contact them for maintenance issues. He will be providing a 24/7 phone number for maintenance emergencies. This will be posted on site and on the portal for resident reference. He will be providing a place on site for Building B + C to hand write their maintenance requests. Residents may also use the online owner portal and contact Sunstate.

NEW BUSINESS:

Waterfront Master Association Special Assessment: Mike gave a brief review of the details of the Special Assessment. The Board had a short discussion on the addition of the pool heater. The work is to be completed by September 3rd, 2025.

A **MOTION** was made by Bea and seconded by Gary to accept the Special Assessment as presented. All in favor. **MOTION PASSES** unanimously.

A **MOTION** was made by Bea and seconded by Gary for the Waterfront Master Board President to execute the contracts for the Special Assessment Resolution as proposed. All in favor. **MOTION PASSES** unanimously.

Lauren Wilson from Sunstate Management gave details on how to pay for the Special Assessment to the Master Association. The due date is July 25th, 2025, and the payment can only be made by check. All building residents will receive a letter with the details of the Special Assessment with payment information given.

Installation of New Oyster Reefs: Discussion was had by the Board of Directors and owners as to whether to install new oyster reefs. No decision was made.

OWNERS' COMMENTS OR QUESTIONS: Comments and questions were taken by the Board of Directors.

NEXT REGULAR BOARD MEETING – TBD

ADJOURNMENT: With no further business to discuss Gary made a **MOTION** to adjourn the meeting. The motion was seconded by Terry. With no further business to discuss the meeting was adjourned at 2:00pm. All in favor. **MOTION PASSES** unanimously.

Respectfully submitted,

Lauren Wilson MBA, CAM

Lauren Wilson, MBA, CAM
Sunstate Association Management Group
For the Board of Directors at
Waterfront Master Association, Inc



Waterfront Master Association

NOTICE IS HEREBY GIVEN that a Board Meeting for The Waterfront Master Association, Inc. will be held on June 19, 2025, VIA ZOOM and in person at the Community Room located at the William Jervey Venice Public Library, 300 Nokomis Ave S, Venice, FL 34293 at 1:00 PM.

*To Join Zoom Meeting click **the link below**. Please announce yourself during the roll call and then mute your microphone until you wish to speak again to minimize background noise on the call.*

Join Zoom Meeting

<https://us06web.zoom.us/j/88299984474?pwd=IhnKXEYGNi5HgBTYVbZcqFA8nud0Y7.1>

Meeting ID: 882 9998 4474

Passcode: 524535

Dial by your location: 1 305 224 1968 US

AGENDA

1. **Call to order** and determination of quorum of Board members present
2. **Proof and Certificate of Notice** of Meeting (14 days prior to the meeting)
3. **Reading and disposal** of any unapproved minutes
4. **Reports** of Officers
 - a. President's Report
 - b. Report on Association Financial and Reserves statements
 - c. Committee reports
5. **Report** from Association Management
6. **Unfinished Business:**
 - a. Report on hurricane damage repairs
 - a) Sutter Roofing
 - b) Precision Gate
 - c) Generator maintenance and fuel refilling
7. **New Business**
 - a. **ACTION:** Board vote on Emergency Assessment: \$129,372 total; \$1,321 per unit; to be paid by July 25, 2025; for the purpose of:
 - a) Replacing hurricane-damaged hedges, trees, and ornamental plants
 - b) Eradicating of invasive plant species among mangroves and restoring a navigation channel at the Western end of our dock
 - c) Cleaning vegetation growth, repair leaks, pressure wash and paint stormwater detention vault walls
 - d) Replacement of pool heater
 - b. Installation of new oyster reefs

8. **Owner general comments** (*Note: owners are welcome to provide comments during the discussion portion of any motion*)

9. **Next Regular Board meetings** proposed schedule (official notifications will precede each):

Quarter 3, 2025: 9/15/2025

Quarter 4, 2025: 10/21/2025

Annual Meeting 2026: 3/24/2026

11. Adjournment

Waterfront Master Association

C/O Sunstate Association Management

PO Box 18809,
Sarasota, FL 34276

June 19, 2025

Subject: Special Assessment Notification



Dear Board Members and Unit Owners,

We hope this letter finds you well. As you may be aware, our community recently experienced two hurricanes that caused significant damage to our campus landscaping requiring replacement. We have further determined that the invasive plants among our mangroves along the waterway near our dock need to be eradicated to improve our property's resistance to storm surges by promoting the growth of mangroves, and that the stormwater detention pond needs attention including clearing of vegetation, leak repairs, and repainting. In addition to these items it has been determined that our pool heater is inadequately sized resulting in its inability to maintain comfortable water temperatures in the coolest months and that it has to work at maximum capacity for long periods of time resulting in several breakdowns and costly repairs. While the compressor has been replaced under warranty there are approximately \$1,300 not-covered-by-warranty repairs required after which we would still have an undersized, and prone to breakdown heater. After careful consideration and evaluation of the necessary replacements and associated costs, the Board of Directors has determined that a special assessment is required to address these urgent needs.

Details of the Special Assessment:

- **Purpose:**
 1. To replace the hurricane-damaged hedges along the Waterway Trail; to replace hedges and ornamental plants around the three residential buildings A, B, and C; and to adjust the irrigation system to properly water the new plantings; [*Our current landscape maintenance firm, ArtisTree has agreed to do this work for \$89,970*]
 2. To eradicate the invasive plant species among the mangroves along the Intracoastal Waterway and to restore the navigation channel at the Western end of our dock that has been closed due to plants on the mangrove island and the

shore-side plants intertwining. [Our current certified mangrove maintenance firm, Clean Cut, has agreed to do this work for \$18,015.]

3. To clear out vegetation, repair leaks, and to clean and paint our stormwater detention pond. DrainRite, the firm that performed our last maintenance and repair will remove the vegetation, clean and replace the gravel on the bottom of the vault, and repair leaks (. Reliance Building Maintenance will then pressure wash, repair cracks in the concrete walls, paint and waterproof the walls of the vault, and replace the damaged debris screens [\$6,365].

4. To replace our current pool heater with an appropriately sized unit. [\$6,175]

- **Total Amount of Assessment:** \$129,372
- **Individual Unit Owner Share:** \$1,321
- **Payment Due Date:** July 25, 2025

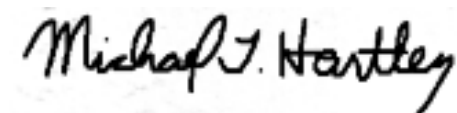
(See the photos and scope of work descriptions that follow this notice for more details)

Payment Instructions: Please send a check to Waterfront Master Association, C/O Sunstate Association Management PO Box 18809, Sarasota, FL 34276

We are committed to working with all owners to ensure a smooth process. If you have any questions or need to discuss payment arrangements, please do not hesitate to contact our Association manager, Sunstate Association Management, via email at lauren@sunstatemanagement.com.

Thank you for your prompt attention to this matter and for your continued support of our splendid Waterfront community.

Sincerely,



Michael Hartley, President

Waterfront Master Association

1. Landscaping Replacement



Total for plants, bed at the waterway trail bend, and mulch \$89,970



Waterfront Master Association
Quote for Helene and Milton Landscaping Damage
March 19, 2025

<u>Amount</u>	<u>Quote #</u>	<u>Scope</u>
\$42,221	27123	Replace 198 Hedges behind Buildings B & C 198 Viburnum 15 Gal (\$31,320) Labor, Irrigation, Debris Removal, Sand / Soil
\$15,287	27124	Replace 68 Hedges behind Building A 68 Viburnum 15 Gal (\$10,526) Labor, Irrigation, Debris Removal, Sand / Soil
\$11,718	27133	Replace Various Plants in Front of Building A and sidewalk 12 Trineet 3 Gal, 45 Ixora Petite Red 3 Gal, 39 Viburnum 7 Gal, 1 Pygmy Palm 30 Gal, 2 Ligustrum 30 Gal, 5 Hibiscus 3 Gal, 4 Hawaian Ti 3 Gal, 6 Pringles 7 Gal, 32 Ixora 3 Gal, 5 Bird of Paradise 7 Gal, 4 Emerald Blanket 3 Gal, 24 Croton 3 Gal
\$8,478	27137	Replace Various Plants in front of Building B and along sidewalk 6 Hawaaiian Ti 7 Gal, 18 Cocoplum 3 Gal, 12 Croton 3 Gal, 16 Cocoplum 7 Gal, 5 Croton 3 Gal, 15 Viburnum 7 Gal, 12 Croton 3 Gal, 6 Bird of Paradise 7 Gal, 1 Pygmy Palm 30 Gal, 1 Ligusrum 30 Gal
\$9,266	27138	Replace Various Plants in front of Building C 19 Pringles 7 Gal, 18 Croton 3 Gal, 9 Trinette 7 Gal, 5 Cocoplum 7 Gal, 3 Queen Emma 7 Gal, 20 Mach Fern 1 Gal
\$86,970		GAND TOTAL

Scope of work to be performed by ArtisTree

2. Eradication of invasive plant species from mangrove areas

- a. Enhanced Water Quality: **Invasive plants can degrade Intracoastal and Bay water quality** by shedding biomass into tidal waters. Removing them helps maintain cleaner water.
- b. Protection of Native Species: **Invasive plants often outcompete native mangroves** and other local flora, disrupting the ecosystem. Their removal allows native species to thrive, supporting biodiversity.
- c. Improved Habitat for Wildlife: **Mangroves provide crucial habitats** for various species, including fish, birds, and other wildlife. Removing invasive plants helps restore these habitats, benefiting the overall ecosystem.
- d. Coastal Protection: **Healthy mangrove ecosystems, free from invasive species, are more effective in protecting coastlines from storm surge and erosion.**



Restore the natural access from the west end of our dock

Clean Cut Tree Service

2255 61st St
Sarasota, FL 34243 US
+19414851400
cleancuttree941@gmail.com



DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		ESTIMATE			
	Services	Work scope: Mangrove hedge • prune to remove invasive plant species growing up through mangrove hedge • cut routes through mangroves to access invasives • cut invasives as low as possible without damage to mangroves • invasive plants (Brazilian pepper trees, Coin vine, Grapevine, etc.)			16,440.00
	Services	Mangrove navigation pruning- • prune to create hey, navigable route for kayaks through mangrove tunnel. • this pruning will require a John boat to be able to get debris back to the boat dock.			1,575.00
TOTAL					\$18,015.00

3. Repair and refurbish storm water detention system



Phase 1: DrainRiteServices to remove vegetation; clean and replace gravel at bottom of vault; locate and repair the most serious leaks in the vault and stormwater drain pipes in close proximity to the vault. (\$8,847.50 plus \$1,000 estimated for leak repairs)

Phase 2: Reliance Building Maintenance to pressure wash, repair delaminated and spalling concrete on walls, paint walls, and install aluminum louvred covers for surface overflow drains to prevent debris from washing into vault. (\$6,365)

4. Replacement of current undersized pool heater that needs approximately \$1,300 of non-warranted repairs. \$5,575 for unit plus \$600 for electrical connection.

Budget Summary

Description	\$ Cost	Contractor
Replace hurricane-damaged landscaping	86,970	ArtisTree
Eradicate invasive species & open overgrown channel	18,015	Clean Cut
Clean, repair, paint stormwater detention vault	16,212	DrainRite and RBM
Replace Pool Heater	6,175	Howard's Pool World & Sunshine Electric
Contingency	2,000	
Total	129,372	
Per Unit	1,321	

Any unspent contingency funds will be added to the current year's operating budget.