



**Seaside Landings At Flagler Beach Homeowners Association Inc  
C/o Watson Association Management  
1410 Palm Coast Parkway NW, Palm Coast, FL 32137**

## **NOTICE TO ALL MEMBERS: SPECIAL BOARD OF DIRECTORS MEETING**

**DATE:** Monday, June 26, 2023  
**TIME:** 5 PM  
**PLACE:** Fraternal Order of Police Lodge  
2511 Moody Blvd, Suite 100, (SR 100)  
Flagler Beach, FL 32136

### **AGENDA**

**Calling of the Roll to Establish a Quorum**

**Proof of Meeting Notice**

**Approve Minutes of the November 21, 2022 Board of Directors Meeting, May 9, 2023 Special Board of Directors Meeting and the June 19, 2023, Board of Directors Organizational Meeting.**

**Appoint ARB Committee Members**

**Appoint Committee Chair for Compliance Committee, Facilities Committee, Finance Committee, Community Events & Hospitality Committee, Community Safety Committee, CCR's Revisions Committee**

**The Chairs of each committee will recruit Committee members and complete tasks as authorized by the Board of Directors. Committees will report to the Board of Directors**

**Adjournment**

**Susan Matthews, CAM  
Seaside Landings at Flagler Beach Homeowners Association Inc.**

**We will be holding a Seaside Landings ARB Organizational Meeting as follows:**

**Date:** Monday, June 26  
**Time:** 5:00pm - 7:00pm  
**Location:** FOP Lodge, 2511 Moody Blvd, Flagler Beach, FL

**All with interest to participate on the ARB are encouraged to attend.**

**For remote attendees, you can access the meeting via Zoom at:**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85940597151?pwd=MWlCVTd0O0V1SEo5R3RpdVYwOUFsdz09>

**Meeting ID: 859 4059 7151**

**Passcode: 092916**

**One tap mobile**

**+13052241968,,85940597151#,,,,\*092916# US**

**+16469313860,,85940597151#,,,,\*092916# US**

**Dial by your location**

- +1 305 224 1968 US
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 689 278 1000 US

**Meeting ID: 859 4059 7151**

**Passcode: 092916**

**Find your local number: <https://us06web.zoom.us/u/kdxbkMRn8E>**

**Norbert Sluzewski**

**(203) 651-7580**

[norbert@sluzewsk.net](mailto:norbert@sluzewsk.net)

**SEASIDE LANDINGS AT FLAGLER BEACH HOMEOWNERS ASSOCIATION, INC**  
**BOARD OF DIRECTORS ORGANIZATIONAL MEETING**  
**June 19, 2023**

The scheduled Board of Directors Organizational meeting for Seaside Landings At Flagler Beach Homeowners Association, Inc. was on June 19, 2023, directly after the Annual Membership Meeting at Channel Side, 1 Yacht Club Drive, Palm Coast, FL 32137.

**Calling of the Roll & Establishing a Quorum:** Susan Matthews, CAM called the meeting to order at 6:15PM. Those Directors present included David Dyal, Larry Hobbs, Charles O'Bryant, Susy Pita, and Norbert Sluzewski. A quorum of the Board was established.

**Approve Minutes from the November 21, 2022, and May 9, 2023:** The Board tabled approving the Minutes for further review.

**Election of Officers:** Larry Hobbs motioned that David Dyal serve as President and Susy Pita seconded the motion. All were in favor. David Dyal agreed to serve as President.  
Susy Pita motioned that Larry Hobbs serve as Vice President and Charles O'Bryant seconded the motion. All were in favor. Larry Hobbs agreed to serve as Vice President.  
Susy Pita made a motion that Norbert Sluzewski serve as Treasurer and Larry Hobbs seconded the motion. All were in favor. Norbert Sluzewski agreed to serve as Treasurer.  
Larry Hobbs made a motion for Susy Pita to serve as Secretary and Charles O'Bryant seconded the motion. All were in favor. Susy Pita agreed to serve as Secretary.  
Charles O'Bryant will serve as Director at Large.

**Resignation of ARC Committee Members:**

Susan Matthews shared an Email Resignation received for the ARC Members. The Board discussed scheduling a Special Board Meeting to appoint Committee members.

**AAB Community Association Account Agreement & Resolution, Vantaca Signature Set Up & Avidxchange Strongroom Signature Set Up:** The Board completed the required information for the AAB Association Account Agreement Resolution to reflect the change of the Board Members. In addition, the Board completed the Vantaca & Avidxchange Strongroom Signature Set Up forms.

**Divisions Of Corporations/Corporate Report:** The Board agreed to update the Corporate Report to reflect the change in Board Members.

**Board Certifications Completed:** The Board was provided the Board Certification form required by FL Statue 720 and advised that periodically there are Board Certification classes sponsored by Attorneys which are very informative, free of charge and upon completion the sponsoring firm will provide the attendee a Completion Certificate. Marisa Rains asked that the Board Members be sure to send completion Certificates to Susan Matthews to be kept in the Association records.

**Adjournment:** With no further business on the agenda, Charles O'Bryant made a motion to adjourn, and Susy Pita seconded the motion. All were in favor. The meeting was adjourned at 7PM.

Respectfully Submitted,  
Susan Matthews, CAM

**SEASIDE LANDINGS AT FLAGLER BEACH HOMEOWNERS' ASSOCIATION, INC**  
**SPECIAL BOARD OF DIRECTORS MEETING**  
**May 9, 2023**

The scheduled Special Board of Directors Meeting for Seaside Landings At Flagler Beach Homeowners' Association, Inc. was held Flagler County Public Library, 2500 Palm Coast Parkway NW, Palm Coast, FL 32137 on May 9, 2023, at 1:30PM.

**Calling of the Roll & Establishing a Quorum:** Sarah Brittain called the meeting to order at 1:30 PM. Sarah Brittain/President, Craig Veley/ Vice President/Treasurer and Sue Harrison Secretary attended the meeting. A Quorum of the Board was established. Susan Matthews, CAM, Watson Association Management was present to help facilitate the Board Meeting. Thirteen Owners attended the meeting. Norbert Sluzewski reported that no Owners participated on the Zoom platform.

**Proof of Notice:** Proof of notice is on file in the Seaside Landings At Flagler Beach HOA Minutes Book attesting that the Notice for the Special Board of Directors Meeting was emailed/and or mailed in accordance with the Governing Documents and FL Statutes.

**Petition by Members to Increase Board of Directors from 3 to 5 Directors:** Sarah Brittain provided that increasing the number of Directors was an item requested at the 2022 Annual Membership Meeting, discussed by Board but due to events in the fall the Board was not able to increase the number of Directors. With the growth in the community the Board by Unanimous Written Consent resolved to increase the Board of Directors from 3 to 5 Directors. Sarah Brittain opened the agenda item for discussion and fielded 2 questions by providing that a copy of the Resolution was included in the 1<sup>st</sup> Notice of the Annual Meeting and in fairness to the Membership, no Board Appointments will be made. Members will be able to vote for 5 Board Directors at the 2023 Annual Meeting. The Resolution is dated April 10, 2023.

**Adjournment:** Sarah Brittain called to adjourn Craig Veley made the motion to adjourn at 1:35 and Suzanne Harrison seconded the motion. All were in favor.

Respectfully Submitted,  
Susan Matthews, CAM

**SEASIDE LANDINGS AT FLAGLER BEACH HOMEOWNERS' ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
November 21, 2022

The scheduled Board of Directors Meeting for Seaside Landings At Flagler Beach Homeowners Association, Inc. was held at Flagler County Public Library Meeting Room located at 2500 Palm Coast Parkway NW, Palm Coast, FL 32137 and available also by Virtual Zoom, November 21, 2022, at 1PM.

**Calling of the Roll & Establishing a Quorum:** Sarah Brittain called the meeting to order at 1:02 PM. Sarah Brittain, Craig Veley attended the meeting in person and Sue Harrison attended via Zoom. Susan Matthews, CAM Watson Association Management, was present to record the Minutes and to assist the Board as requested. FCSO Sergeant Weaver attended the meeting. A total of 24 Owners were represented either in person or by utilizing the Zoom platform.

**Proof of Notice:** An Affidavit is on file in the Seaside Landings At Flagler Beach HOA Minutes Book attesting that the Notice for the Board of Directors Meeting was emailed to Owners with emails and mailed to Owners without emails in accordance with the Governing Documents and FL Statues.

**Approve Minutes –Board of Directors Meeting, September 26, 2022:** Sarah Brittain made a motion to approve the Minutes from the September 26, 2022, Board of Directors Meeting and Craig Veley seconded the motion. All were in favor.

**Financial Report:** Susan Matthews, CAM reviewed the October 2022 Balance Sheet and Statement of Revenues and Expenses with the Board and Owners present noting that there is \$476,335.72 in the Operating Account which does include \$264,741 in Escrow Deposit accounts which are for the Owners construction related Refundable Deposits. In addition, the Reserve Accounts total is \$219,151.95. Year to Date the Association Expenses are exceeding Budget projections in Administrative by \$17,983. The overages being Management Fee, Office Supplies, Legal and Professional Fees. Insurance Costs exceeded the Budget by \$1,517.02. Maintenance Expenses are exceeding Budget projections by \$7,564 and primarily due to Landscape expenses. Utility costs are exceeding Budget projections by \$1,652. Reserves are funded as scheduled.

**Watson Association Management Report:** Susan Matthews, CAM provided an overview of the Association activity which included the software transition to Vantaca which provides Owners with access to Association information in their Vantaca Owner Portal. The Association has conducted 10 Board Meetings. Owner communications over the year included information about Wetlands, Owners with Pets Courtesy Clean up reminder letter, a Call for Committee Volunteers, Multiple Social Events including, St. Patrick's Day, Memorial Day, & Fourth of July, Community Newsletters, Kayak Rack lease information, Marina Boat Slip Registration follow up and Community inspections in January, April June & July. Daily activity centers more around ARB submissions which Lisa Wolfe, Watson Administrative Assistant is the ARB liaison for Owners.

**Old Business:**

ARB Guidelines Clarification Roads – The Board requested removal of this item.  
Florida Friendly Landscape - Tabled

**New Business:**

**Confirm Officer Position:** Sarah Brittain shared that both she and Sue Harrison feel that Craig Veley should serve as Vice President/ Treasurer. Sue Harrison confirmed that she requested that Craig Veley be the Treasurer. Craig Veley agreed and accepted the Officer positions.

**Appoint & Confirm Committee Members:**

ARB: Scott Price/Chair, Alexis Langburt/Assistant Chair, Joann Fichter/Secretary

Facilities Committee: Ed Dunn & Todd Reed

Compliance Committee: Jim Gonce & Kris Lindsey, a third Member is needed.

Social Committee: Sarah Brittain, Jessica Bohan, Lynne Buchtou, Joann Fichter, Alexis Langburt, Kris Lindsay and Sharon Veley.

Sarah Brittain noted another Compliance Committee Member is needed and welcomes all members to get involved in the Committees. Sarah Brittain asked the Committees to select who would Chair each Committee.

**2023 Budget Review/Approval:** Susan Matthews, CAM provided the Board a review of the 2023 Proposed Budget by line item and the highlights included:

**Administrative Expense:**

Management Fee – Increased to expand the Association Management Agreement from 12 hours to 24 hours. The Watson Association Management team primary members are Susan Matthews, CAM, Lisa Wolfe, Administrative Assistant, & Jayme Cook, Accounting Port St. Lucie.

Office Supplies increased to \$4,000

Legal Fees – increased to \$7,500

Professional Fees – increased to \$3,500

**Insurance:** Increase based on recommended projections to \$23,000.

**Maintenance:** Overall Maintenance expense projections were reduced by approximately \$6,100.

**Utilities:** Projected increases raised utilities by \$3,000

**Reserves:** No changes to the Reserve Funding

The Board fielded questions from Owners about specific line items and briefly discussed the evolution of the Association as a growing new Custom Home Community.

The Board is not planning any major additions or improvements to the Community in 2023.

The Board welcomed the suggestions for sidewalks and assigned that to the Facilities Committee to research.

Sarah Brittain encouraged Owners to send an email to Susan Matthews, CAM with any concerns or questions and the Board will receive the emails.

Sarah Brittain made a motion to approve the 2023 Budget totaling 174,117.04 as presented and Craig Veley seconded the motion. Sue Harrison agreed with the motion. All were in favor.

Sarah Brittain made a motion to allow Owners to pay the Annual Assessment in full or to split the Annual Assessment into 2 payments. Split Payment Option, the 1<sup>st</sup> payment is due January

1, 2023 and the 2<sup>nd</sup> payment is due July 1, 2023. Sue Harrison seconded the motion. All were in favor.

79 Lot Owners will be charged \$1,1481.10 for the 2023 Annual Assessment.

19 Lot Owners with a Dock/Slip Assignment will be charged \$2,073.89 for the 2023 Annual Assessment. A letter will be sent to all Owners providing the Payment Options.

Sarah Brittain made a motion to invoice Owners with lots the fees for Owner Lot Mowing/ Mowerks and Owner Easement Mowing/Corey. Craig Veley seconded the motion. All were in favor. Owners will be sent an invoice for these items.

Kayak Rack License Agreement Annual fee of \$60 is due and payable January 1, 2023, for Owners who wish to continue to utilize the Kayak Rack. There are available spots.

**Adjournment:** With no further business on the agenda, a motion was made by Sarah Brittain to adjourn and seconded by Craig Veley. All were in favor. The meeting was adjourned at 2:48PM.

Respectfully Submitted,  
Susan Matthews, CAM