



# Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

## (Draft) BOARD MEETING MINUTES

### January 20th, 2026

#### CALL TO ORDER

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Karin Ramsey called to order the Board meeting of the Vero Beach Highlands POA, Inc. Board of the Directors at 6:00 pm on January 20th, 2026 in the Vero Beach Highlands Clubhouse  
625 Highlands Drive SW  
Vero Beach, FL 32962

#### PLEDGE OF ALLEGIANCE

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#### ROLL CALL

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Kimberly Beattie conducted roll call. The following were present:

Karin Ramsey  
Mark Manera  
Andrew Coull  
Marc Tollis  
Greg Bracken  
Denise Bouldin-Davis  
Hilda Margolis  
Denise D'Alessio

#### APPROVAL OF MINUTES

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Minutes of the December 16th, 2025 Board Meeting were presented and reviewed. Mark Manera made a motion to accept the minutes as presented. Marc Tollis seconded the motion. There was no further discussion. All said "Aye." Karin Ramsey said "Aye", Andrew Coull said "Aye", Mark Manera said "Aye", Marc Tollis said "Aye", Greg Bracken said "Aye", Hilda Margolis said "Aye", Denise Bouldin-Davis said "Aye" and Denise D'Alessio said "Aye." The motion passed unanimously.



# Vero Beach Highlands

**PROPERTY OWNERS ASSOCIATION, INC.**

## REPORT OF COMMITTEES

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|------------------------|-----------|-------------------------|
| <b>1. Secretary</b>    |           | <b>Kimberly Beattie</b> |
| <b>2. Audit</b>        | No Report |                         |
| <b>3. Maintenance</b>  |           | <b>Mark Manera</b>      |
| <b>4. Publicity</b>    | No Report |                         |
| <b>5. Architecture</b> | No Report |                         |
| <b>6. Recreation</b>   | No Report |                         |
| <b>7. Financial</b>    |           | <b>Andrew Coull</b>     |
| <b>8. Treasurer's</b>  |           | <b>Andrew Coull</b>     |
| <b>9. Nominating</b>   | No Report |                         |

Kimberly Beattie read the Secretary's Report and read the Breakdown of Assessments.

Mark Manera read the Maintenance Report.

Andrew Coull read the Finance and Treasurers Report.

Karin Ramsey asked Denise Bouldin-Davis if she had anything from the recreation committee. She advised that she was waiting for the budget to get voted in. Karin Ramsey advised that she could go ahead and start planning, so that she can bring the plan to the board for approval.

## OLD BUSINESS

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|---|-------------------------|
| <b>1. Review of the By-Laws</b>                         | <b>Marc Tollis</b>      |
| This has been tabled for the March meeting.             |                         |
| <b>2. Board Member Certification/Removal from Board</b> | <b>Kimberly Beattie</b> |

Kimberly Beattie advised that the Department of Business and Professional Regulation had the education program back on-line to get a certificate of completion for Board members. Due to this, anyone not having their certificate of completion by the next meeting would have to be removed from the board until such time as they could take the exam.



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### 3. Wi-Fi Camera

Kimberly Beattie

Kimberly Beattie stated that as per the last meeting, she would like to put up a 360 degree camera at the sports complex. She stated that she could buy a nice one from Reo Link for \$250.00 or so and that these would not require any plan to be viewed. She stated that over the last few months there had been some vandalism and the cameras would be able to zoom in on any and all faces that were at the complex, whether up to good or bad. Mark Manera made a motion to buy the camera for the tennis and basketball and racquet ball area after the pressure cleaning was done. Marc Tollis seconded the motion. There was no further discussion. All said "Aye." Karin Ramsey said "Aye", Andrew Coull said "Aye", Mark Manera said "Aye", Marc Tollis said "Aye", Greg Bracken said "Aye", Hilda Margolis said "Aye", Denise Bouldin-Davis said "Aye" and Denise D'Alessio said "Aye." The motion passed unanimously.

## NEW BUSINESS

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### 1. Pressure Cleaning Sports Complex

Kimberly Beattie

Kimberly Beattie advised that only one company was able to give an estimate and she was awaiting an estimate from the company that Mr. Bracken recommended. This was tabled until next month in order to have the estimate.

### 2. Invoicing Annually

Kimberly Beattie

Kimberly Beattie advised there had been much discussion regarding the postage/envelopes and printing at the annual budget meetings. She asked the board to consider invoicing once a year as this would save approximately \$3000.00. It would save \$1200.00 for key cards, \$557.70 in postage, \$400.00 in envelopes, plus ink and paper and the time paid to the bookkeeper to invoice twice a year. It would also mean that property owners only have to worry about paying once a year. She advised that we could invoice in June so that we were not invoicing at the holiday time. There was discussion. Karin Ramsey and Denise D'Alessio stated that they felt this would put too much burden on the property owners to pay the entire assessment at one time as many of our members are on a set income or struggle to pay semi-annually. There was no further discussion.

### 3. Setting a Date for the Annual Board Meeting

Karin Ramsey

Karin Ramsey asked if the date of February 24<sup>th</sup>, 2026 would be good for all the board members. The Annual Board Meeting is set for February 24<sup>th</sup>, 2026 at 6:00 pm in the banquet hall of the clubhouse.



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## PUBLIC COMMENTS

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## ADJOURNMENT

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Mark Manera made a motion to adjourn at 7:00 pm. Andrew Coull seconded the motion. There was no further discussion. All said "Aye." Karin Ramsey said "Aye", Andrew Coull said "Aye", Mark Manera said "Aye", Marc Tollis said "Aye", Greg Bracken said "Aye", Hilda Margolis said "Aye", Denise Bouldin-Davis said "Aye" and Denise D'Alessio said "Aye." The motion passed unanimously.