



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

Draft BOARD MEETING MINUTES

February 18th, 2025

CALL TO ORDER

Karin Ramsey called to order the Board meeting of the Vero Beach Highlands POA, Inc. Board of the Directors at 6:00 pm on February 18th, 2025 in the Vero Beach Highlands Clubhouse
625 Highlands Drive SW
Vero Beach, FL 32962

PLEDGE OF ALLEGIANCE

ROLL CALL

Kimberly Beattie conducted roll call. The following were present:

Andrew Coull
Karin Ramsey
Marc Tollis
Denise D'Alessio
Fern Grounds

There were 8 members that attended. Three of whom were seated as board members.

APPROVAL OF MINUTES

Minutes of the January 21, 2025 Board Meeting and the February 1st, 2025 Special Meeting were presented and reviewed. Andrew Coull made a motion to accept the minutes as presented. Denise D'Alessio seconded the motion. There was no further discussion. Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye" and Denise D'Alessio said "Aye." The motion passed unanimously.



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REPORT OF COMMITTEES

1. Secretary		Kimberly Beattie
2. Audit	No Report	
3. Maintenance	No Report	
4. Publicity	No Report	
5. Architecture	No Report	
6. Recreation	No Report	
7. Financial		Andrew Coull
8. Treasurer's		Andrew Coull
9. Nominating	No Report	

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

Andrew Coull read the treasurer's report and advised that all was good with the finances.

OLD BUSINESS

1.	Accepting Resignations	Karin Ramsey
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Karin Ramsey advised that, as we were aware, four members had turned in their resignations from the board and that these are accepted.

2.	Seating New Members	Karin Ramsey
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Karin Ramsey welcomed the following to the board, Mark Manera, Greg Bracken and Denise Davis. She advised that all board members should keep in mind that they represent all 715 members and are responsible to all 715 members for their decisions.

3.	Update on Website Compliance	Kimberly Beattie
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Kimberly Beattie advised that the website was up and operational.



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4. Update on Portal PayHoa

Kimberly Beattie

Kimberly Beattie advised that the legal part of the compliance for the website was now operational and that the rest of the information to be inputted would need to be done by the bookkeeper. She stated that the portal seemed slow and clumsy and reminded everyone that even with this program, the association would still need another accounting program as PayHoa does not contain a payroll section and that would have to be processed by a different program. She advised that in the interim, she would be looking for a program that included payroll because the cost of having both programs would be close to \$6000.00 annually. Denise D'Alessio stated that she would like to make sure the right questions were being asked to PayHoa's technical support.

5. Update on Continuing Education Course/Info

Denise D'Alessio

Denise D'Alessio advised that she and Marc Tollis had taken the course and got their certificates and she felt the information learned was of benefit. She said if anyone needed the info on the course, she had it.

6. Permissions Given Indian River Club with Path

Denise D'Alessio

Denise D'Alessio wanted to know who gave the IR Club permission to use the association's path. There was discussion that some of the previous board members took it on themselves to give that permission without board approval. Andrew Coull stated that a letter should be sent to the IR Club letting them know that they cannot use it for their golf carts and equipment wagons. Fern Grounds asked if the president could send a letter via the secretary. Mark Manera stated a letter saying; we like you as a neighbor but please do not use our path and lawn for your golf carts and wagons would do. There was more discussion. Karin Ramsey advised that she would draft a letter to be sent.

7. Looking for a New Attorney

Marc Tollis

Marc Tollis advised that on January 2, 2025 several members of the board met with the attorney, unauthorized. He feels that as soon as the attorney met with these individuals, he stopped working for us and started working for them. There was discussion. Karin Ramsey said that we need to find a new attorney who is capable and has HOA knowledge.

8. Attorney Correspondence Must Be Board Approved

Karin Ramsey

Karin Ramsey advised all that there had always been a standing rule that board approval must be given to incur attorney charges and that was an issue that needed to be restated. All attorney correspondence has to be board approved.



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NEW BUSINESS

**1. Fence Repair Due to Hurricane Damage
(Exhibit NB1 and NB2)**

Kimberly Beattie

Kimberly Beattie presented two estimates for the fence. There was discussion. Mark Manera made a motion to accept All American Remodeling and Repairs to do the fence. Andrew Coull seconded the motion. All said "Aye." Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Denise Davis said "Aye", and Greg Bracken said "Aye". The motion passed unanimously.

2. Restructuring the Recreation Committee

Karin Ramsey

Karin Ramsey stated that the previous recreation committee was not following the rules and that all events needed to be planned and organized with the approval of the board and all monies in and out for such association planned events need to go through the board, the office, and the treasurer. Andrew Coull talked about the 4th of July event. There was discussion. Denise Davis advised that she would be willing to head up the committee. Karin Ramsey told the board that all ideas are welcomed and can be discussed, but must be board approved.

3. Cease and Desist Order to Admins on Face Book

Karin Ramsey

Karin Ramsey stated that the board had never put anyone in charge of social media. She would like to send the current members who took it upon themselves to start a Face book page a cease and desist letter as they do not represent the association. There was discussion. Mark Manera pointed out that anything posted should be board approved. Karin Ramsey advised that she would have the office send a cease and desist letter. There was discussion as to who would head up social media. This topic was tabled until the next meeting.

4. Lock From Don Shields to Gate at Baseball Field

Denise D'Alessio

Denise D'Alessio advised her concern about the gate and the association not having a key to the lock. There was discussion. Karin Ramsey advised that we would put our own lock on the gate and remove the existing lock.



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5. Proper Process for Estimates/Quotes/Bids

Kimberly Beattie

Kimberly Beattie advised the new board members that all estimates, quotes and bids have to come through her office. If anyone has a certain person or company that they think would give a good, solid estimate and had insurance and proper licensing they could have them get in touch with Kim to provide an estimate, or give their number to Kim and she will get one.

6. Rules for Secretary's Office

Karin Ramsey

Karin Ramsey advised board members to remember that Kim's office is for business and anyone can go in and discuss any business matters with her. However, everyone needed to be aware that her office contained personal information about members and employees and inviting everyone in to sit down and talk made it hard for her to get work done. Kimberly Beattie advised that the club was busier than it had ever been and the State with all their new compliance rules has made an already busy office, even busier. Karin Ramsey advised board members that if they wanted to meet and greet members they should do so in the lobby or banquet hall and not at Kim's desk.

7. Reminder for Annual Meeting

Karin Ramsey

Karin Ramsey reminded everyone that the annual meeting was next week on the 25th of February, 2025 at 6:00 pm.

PUBLIC COMMENTS

ADJOURNMENT

Marc Tollis made a motion to adjourn. Andrew Coull seconded the motion. All said "Aye." Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Mark Manera said "Aye", Denise Davis said "Aye", and Greg Bracken said "Aye". The motion passed unanimously. The meeting adjourned at 8:00 pm.