



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

(Draft) BOARD MEETING MINUTES

September 15th, 2026

CALL TO ORDER

Mark Manera called to order the Board meeting of the Vero Beach Highlands POA, Inc. Board of the Directors at 6:00 pm on September 15th, 2026 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:

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

There were 3 property owners in attendance; Judy Coull, Terry Tollis, and Candee Zicari.

PRESIDENT'S OPENING STATEMENT

Mark Manera gave an opening statement. He told everyone that this was a Code of Ethics that would help the meetings be more smooth and productive.

1. Stay on the Agenda.
2. Comments must be related to topics on the agenda.
3. Avoid any criticism to any other board member.



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

4. All energy from the board should be to better the association.
5. Always remember that you are representing 716 members, a simple principle that will make the meetings run smooth and productive.

Greg Bracken asked when we would be discussing the rules. Mark Manera said that it was not necessary, everyone was a grown adult.

APPROVAL OF MINUTES

Karin Ramsey made a motion to accept the minutes as presented. Denise D'Alessio seconded the motion. All said "Aye." Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Aye." There was no further discussion. The motion passed unanimously.

REPORT OF COMMITTEES

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

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

Mark Manera gave the maintenance report. He stated that the wall of the sports complex was painted and looked very good, bright and clean. He said that they were finishing up the court floors a beautiful green and that the paint was designed to hold up. Greg Bracken asked if the walkway was also being painted and Mark Manera advised that it was. Mark Manera also advised that we would now be accepting bids for the tennis courts to be re-surfaced. Greg Bracken pointed out that we only have the lines for one pickle ball court. Mark Manera said he did not see a problem with lining the other court for pickle ball as well. Andrew Coull asked if we would be getting the camera up. Kimberly Beattie advised that as soon as the floor was done and dry, that we would install the camera. Mark Manera advised that now that summer was winding down, we could start the digging up of the drain at the family pool. He



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

also informed the board that they had set aside \$3000.00 for trimming trees and that the daily shedding of the palm trees was an enormous amount of work to pick them up every day. Kimberly Beattie advised that there were approximately 240 palms around the property. Mark Manera said that we would start getting bids.

The recreation report will be held off until the end as it was the last item on the agenda.

Andrew Coull read the Finance and Treasurers Report. He advised that the August Financial Report was lacking the \$39,000.00 CD as the bank is switching over to the newly merged company. Mark Manera advised that that CD is in full force. Andrew Coull mentioned that he gained a new appreciation for our bookkeeper as the finance committee spent 3 hours trying to reconcile the month without copies of the checks. Marc Tollis also advised that he had a newfound respect for the bookkeeper.

OLD BUSINESS

**1. Family Pool Black Algae
(Exhibits OB1A)**

Kimberly Beattie

Kimberly Beattie advised that the pool contractor advised that the family pool was again showing signs of black algae. There was discussion. It was determined that we will talk to other sources about this black algae to see what can be done possibly permanently to stop the algae.

2. Ground Cover

Kimberly Beattie

Kimberly Beattie advised the difference in price for mulch compared to coquina shell. Mark Manera stated that there was \$2500.00 set aside for landscape extras that we can use on mulch and next year money might be able to be added to the budget. Denise D'Alessio stated that maybe we could find a dump truck driver who would be willing to pick up the material for us and we could have a dump load brought in. Fern Grounds made a motion to mulch around the front of the building. Karin Ramsey seconded the motion. All said "Aye." Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Aye." There was no further discussion. The motion passed unanimously.

NEW BUSINESS

1. Late Charge

Kimberly Beattie

Kimberly Beattie asked the board to increase the late charge so members paying late might have an incentive to pay before the due date. There was discussion. Hilda Margolis stated that the difference



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

between \$5.00 and \$10.00 would not make much difference. Fern Grounds stated that \$25.00 would be too much. Denise Bouldin-Davis stated that she would not want to agitate the members who pay on time. Marc Tollis said he felt that \$15.00 would be reasonable. Karin Ramsey moved to increase the late fee to \$10.00. Fern Grounds seconded the motion. The vote was as follows; Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Denise D'Alessio said "Aye", Marc Tollis said "Nay", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Nay." There was no further discussion. The motion passed.

2. Be Safe Security Update

Kimberly Beattie

Kimberly Beattie talked about the estimate to upgrade the fire alarm system to "GSM", which is the Global System for Mobile Communication, as our system was outdated. She stated the new system gives the following benefits. Anti-Tamper Protection, reliability as it works independently during power outages and broadband failures, flexibility as the alarm panel can be placed anywhere as it will be cellular coverage, as well as giving instant alerts. There was discussion. Andrew Coull made a motion to update the system. Karin Ramsey seconded the motion. All said "Aye." Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Aye." There was no further discussion. The motion passed unanimously.

3. Vote on Trunk or Treat, Veterans Day and Movie Night and any other Recreation Committee Event Proposed

Denise D'Alessio

Denise D'Alessio advised that the Labor Day event was successful and that all food was used up from the 4th of July. She stated that there were volunteers that were signing up and that she would like all events to be on the sign, FB and the website 30 to 35 days prior to an event. She stated that we are having the trunk or treat on October 31st from 6 to 8. There was discussion about the Veteran's Day event and that Andrew Coull would be at the event to talk to other veterans, and emergency personnel who attended and that coffee and donuts would be served. Denise D'Alessio said that she was not sure which day the movie Night would be but that she will know by the next meeting. Mark Manera asked if she was trying to get approval for all three events. Fern Grounds made a motion to accept the Trunk or treat, Veteran's Day and movie night. Andrew Coull seconded the motion. All said "Aye." Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Aye." There was no further discussion. The motion passed unanimously.

PUBLIC COMMENTS

Greg Bracken asked what the procedure to add an item to the agenda was. Mark Manera advised that he could email Kimberly Beattie prior to two weeks before the meeting as the agenda had to be up on the website by that time.



Vero Beach Highlands

PROPERTY OWNERS ASSOCIATION, INC.

ADJOURNMENT

Karin Ramsey made a motion to adjourn. Andrew Coull seconded the motion. All said "Aye." Mark Manera said "Aye", Karin Ramsey said "Aye", Andrew Coull said "Aye", Fern Grounds said "Aye", Marc Tollis said "Aye", Denise D'Alessio said "Aye", Greg Bracken said "Aye", Denise Bouldin-Davis said "Aye", and Hilda Margolis said "Aye." There was no further discussion. The motion passed unanimously. The meeting adjourned at 7:34