

# **Duck Key Property Owners Association**

## **Annual Meeting Minutes**

2/17/13

### **I. Call to order**

**President Dave Williamson** called to order the regular meeting of the **Duck Key Property Owners Association** at 4:15 PM on 2/17/13 in **Duck Key, FL**.

### **II. Roll call**

The following board members were present: Dave Williamson, Roger Marriott, Jim Boback, JoAnn Orr, Jerry Fortier, Brian Lancaster, Laura Goodman, Doris Bicknell, and Mary Salinger.

Absent: Bob McCormick

### **III. Approval of agenda**

The agenda was approved as presented by a motion from Jamie Goodman and seconded by Mike Riordan. Motion carried.

### **IV. Approval of minutes from last meeting**

Minutes from the 2012 annual meeting were approved as presented by a motion from Toni Appell and seconded by Loren Eggebraaten. Motion carried.

### **V. Approval of Treasurers Report and Proposed Budget**

The treasurers report and proposed budget for 2013 was approved as presented by a motion from Ken Klindworth and seconded by Jay Salinger. Motion carried. Treasurers report and proposed budget attached.

### **VI. New business**

- a) Power Point Presentation - Mayor David Rice and his staff: Roman Gastesi-County Administrator, Kevin Wilson-County Engineer, and Jim Callahan-County Fire Chief distributed informational booklets and presented information on county programs, budget issues, and contacting officials with code enforcement issues. A Q&A followed. Roman Gastesi urged residents to contact his office for any violations. Dave Williamson requested an electronic copy of this PPP and a complete list of county contact phone numbers from Mayor Rice.
- b) Sewer Update – Roger presented updates on the progress of all phases. He is currently investigating solutions to the exposed pipes along the bridges. Jim Callahan will advise DKPOA when the new fire hydrants will go live.
- c) Beautification – Jerry presented updates of the progress of the plantings at the lift stations. All plantings are native and will require no watering after established. A rendering of the four island signs were presented to replace decaying street signs. The county has installed street signs making the wooden signs unnecessary. He welcomes suggestions on other green areas to improve with native plants.
- d) Membership cards & website – Brian Lancaster, Editor of our DKPOA newsletter and Facebook Page, distributed membership cards to paid members. Anyone not receiving a card can send application and fee to JoAnn. He also presented improvements to the new webpage and how to navigate the more user friendly site. A Q&A session followed. Those experiencing difficulties logging on may see Brian after the meeting to confirm contact information.

- e) Security – Tom Neville asked county representatives about the tardiness of camera installation. Kevin Wilson explained that Comcast was having issues with the subcontractor but trenching will begin this Tuesday. Kevin will follow up with DKPOA. Tom invited the manager of Keys Security to answer residents questions . He supplied cards with a phone number and encouraged residents to call him or the Sheriff's office for any questions or concerns.
- f) Presentations – JoAnn was presented with a gift of appreciation of her service as Treasurer. Jon Shebel (not present) also received a gift for his service as VP.
- g) Announcements – Robin Neville will have another CPR class this Saturday, 2/23/13 from 9am-1pm. You must contact her for more information. A minimum attendance is required to hold class.

**VII. Adjournment**

A motion to adjourn was made by Phyllis Burchell and seconded by Jamie Goodman. Motion carried.  
**Dave Williamson** adjourned the meeting at **5:55 PM**.

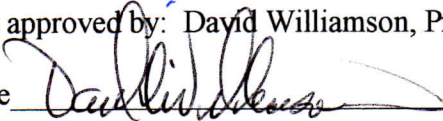
Minutes submitted by: Mary Salinger, Secretary

signature \_\_\_\_\_



Minutes approved by: David Williamson, President

signature \_\_\_\_\_



**Duck Key Property Owners Assoc.**  
**Profit & Loss Budget vs. Actual**  
 January through December 2012

	<u>2012 Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Proposed 2013</u>
<b>Income</b>				
<b>Membership Dues</b>				
Home Owners	14,900.00	15,000.00	-100.00	15,000.00
Lot Owners	1,050.00	1,000.00	50.00	1,100.00
<b>Total Membership Dues</b>	<u>15,950.00</u>	<u>16,000.00</u>	<u>-50.00</u>	<u>16,100.00</u>
<b>Interest Income</b>	73.68	325.00	-251.32	80.00
<b>Gifts Received</b>	2,285.00			9,116.00 *
<b>Total Income</b>	<u>18,308.68</u>	<u>16,325.00</u>	<u>1,983.68</u>	<u>25,296.00</u>
<b>Gross Profit</b>	18,308.68	16,325.00	1,983.68	25,296.00
<b>Expense</b>				
<b>Administrations</b>				
Accounting Services	290.00	300.00	-10.00	300.00
Corporate Filing	61.25	61.25	0.00	61.00
Gifts Given	0.00	75.00	-75.00	75.00
Insurance	1,508.10	1,500.00	8.10	1,508.00
Office Supplies	11.78	50.00	-38.22	50.00
Postage & Printing	25.21	300.00	-274.79	30.00
Website	750.00	1,000.00	-250.00	750.00
<b>Total Administrations</b>	<u>2,646.34</u>	<u>3,286.25</u>	<u>-639.91</u>	<u>2,774.00</u>
<b>Beautification</b>	2,675.00	10,565.50	-7,890.50	20,372.00
<b>Business Meetings</b>	1,217.10	723.25	493.85	1,000.00
<b>Legal Fees</b>	0.00	1,000.00	-1,000.00	1,000.00
<b>Newsletter</b>	92.31	750.00	-657.69	150.00
<b>Total Expense</b>	<u>6,630.75</u>	<u>16,325.00</u>	<u>-9,694.25</u>	<u>25,296.00</u>
<b>Net Income</b>	<u>11,677.93</u>	<u>0.00</u>	<u>11,677.93</u>	<u>0.00</u>

\*As of 1/31/2013 the beautification fund was \$12,392. Of this amount \$7,771 will be appropriated from those funds to purchase island signs, plant landscaping around 18 lift stations and right of way landscaping. The balance of \$1,345 has already been received in 2013.

**Duck Key Property Owners Assoc.**  
**Balance Sheet**  
**As of December 31, 2012**

**ASSETS**

**Current Assets**

**Checking/Savings**

    Money Market 50,720.08

    Centennial Bank 38,652.91

**Total Checking/Savings 89,372.99**

**Accounts Receivable**

    Accounts Receivable 50.00

**Total Accounts Receivable 50.00**

**Total Current Assets 89,422.99**

**TOTAL ASSETS 89,422.99**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

    Accounts Payable 540.00

**Total Accounts Payable 540.00**

**Other Current Liabilities**

    Advance Dues & Gifts 100.00

**Total Other Current Liabilities 100.00**

**Total Current Liabilities 640.00**

**Total Liabilities 640.00**

**Equity**

    Opening Bal Equity 29,676.98

    Retained Earnings 47,428.08

    Net Income 11,677.93

**Total Equity 88,782.99**

**TOTAL LIABILITIES & EQUITY 89,422.99**