



**The Shores at Berkshire Lakes
Master Homeowner's Association, Inc.
Board of Directors Meeting Minutes
September 18, 2025 -6:00 pm**

Attending:

Board Members: Colleen Rinaldi, Linda Myron, Lee Kurasowicz, Kelly Flynn, Bill Allen, Wade Merrick (Zoom), Brian Young (Zoom).

Anchor Associates: Courtney Frimel, Brad Phelps (Zoom)

Colleen called the meeting to order at 5:59 pm.

A quorum was present. The Proof of Notice was reviewed and is acceptable.

Meeting Rule:

The following rule was used for the meeting. Members wishing to speak are asked to sign-up on the sign-up sheet under the specific issue they wish to address. (Zoom attendees may sign-up via chat at the start of the meeting.) The Board will recognize the Member by name and invite them to share their comments.

Members are entitled to speak for up to three minutes on any agenda item at the appointed time. Members may speak on the same agenda item a second time, for up to one and a half minutes after all other members wishing to speak have done so.

Approval of the Minutes:

Lee motioned to approve the August 21, 2025 MHOA Workshop Minutes. Wade seconded. All in favor. 7-0

Treasurers Report:

Linda Myron reported that she received the August 2025 financial statements from Anchor Associates.

Revenues were slightly over budget and actual expenses were slightly under budget. As a result, the current year income is \$15,950.89.

ACC Committee:

Tom Swift was present but was unable to report on the recommendations submitted by the ACC:

7842 Berkshire Pines Dr	Windows Replaced- Recommends Approval
7518 Lourdes Ct	Front Door Replacement- Recommends Approval
7817 Stratford Dr	House Painting- Recommends Approval iv.
7901 Leicester Dr	New Roof- Recommends Approval
7421 Meldin Ct	Garage Door Replacement – Recommends Approval

Lee motioned to approve the recommendations **above**. Bill seconded. All in favor. 7-0

7412 Berkshire Pines Dr	Change Elevation of Sidewalk- Recommends Approval
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Lee motioned to approve the ACC recommendation for 7412 Berkshire Pines Dr provided that the homeowner agrees to the following conditions: 1. If in the future, any portion of the project is determined to be on an easement owned by the HOA or utility company and it becomes apparent that the approved project is causing an issue with water drainage, flooding or other detriment to the association, the homeowner agrees that he will remove the existing walkway at the owner's expense and return the property to its natural state as it existed prior to the construction of the project.



2. The homeowner also agrees that he will do nothing to obstruct the HOA from observing the conditions of the property to determine that the walkway is not causing any drainage issues or other harm to the community.

3. If the homeowner has not agreed, in writing, to the conditional approval of their Modification request by October 13, 2025, then conditional approval is revoked, and the MR is denied. Linda Seconded.

Following discussion by the board, Lee amended his motion that the board does not accept the ACC recommendation until the owner provides clarifications and specifications necessary to review the requested modification by 9/30/25. Brian seconded. 5 in favor. Bill and Kelly opposed. 5-2

Bill requested that copies of future MRs that are recommended for approval by the ACC be sent to the board for review as soon as is feasible. Colleen suggested that future ACC meetings be listed on the Shores calendar.

Social Committee:

Colleen motioned to approve the calendar of events for the upcoming year that was submitted by the Social Committee. Linda seconded. All in favor.

Lake Committee:

Kim Wilson recommended that homeowners ask questions if they have them regarding the lake and possible aeration project.

Unfinished Business:

- a) Pool Repairs and Maintenance- Colleen shared that the pool repair project is on track. Plumbing is almost complete. Next, the pump will be turned back on and then chemical balancing. Scheduled reopening is still 9/25/25.
- b) Lake Aeration Presentation- (this presentation was given prior to the committee reports) Mike from Mike's Irrigation discussed the need for updated and additional aeration of the lake. Mike is also handling the reporting process with Southwest Florida Water Management for The Shores to be back in compliance with water use permit requirements.
- c) Hotwire Update-Installs are 50% complete. Please call Hotwire before the new contract begins 10/1/25 to schedule. Installs can be scheduled for after 10/1 for seasonal residents but should be set by 10/1.
- d) Landscaping- Additional ficus removal and planting of clusia will be budgeted for next year. Estimates for trimming the oak trees on side streets have been requested for future discussion.
- e) Mailbox Maintenance- The cost for painting all mailboxes 3 years ago was approximately \$14,000. The amount budgeted this year was only \$1,000. They need painting and this cost will need to be considered in the upcoming budget.

A budget workshop will be held on 10/9/25 at 6:00. The proposed budget will then be discussed at the 10/16/25 MHOA Board meeting. The Final budget will be established at the 11/20/25 MHOA Board meeting.

- f) Proposed Board Members' Areas of Responsibility- Bill presented a modified version of his original proposal. Under this proposal areas of responsibility would be shared by 2 directors in order to share the workload, as well as knowledge and alleviate gaps when board members leave or are newly elected. A workshop is scheduled for 11/4/25 at 6:00 for the board to discuss the areas of responsibility and establish director teams for each area.

New Business:



- a) Gates and Gate Access- The main board recently malfunctioned briefly but is under warranty. Replacement will be scheduled with advance notice to residents, as it will require all residents to create new codes for visitors/vendors. All existing codes will be deleted when the board is replaced.
 - i. Usage of the MyQ Community app to open gates- this discussion was postponed until the next meeting.

Member Comments:

A member questioned the rules for when members can speak during the meeting. The meeting rule (listed above) was clarified. If a member would like to speak while an agenda item is being discussed by the board, they must sign up prior to the meeting and specify the agenda item they would like to comment on. Members are also welcome to speak on any agenda item during the “Member Comment” portion of the agenda. Comments are limited to up to three minutes on any agenda item at the appointed time. Members may speak on the same agenda item a second time, for up to one and a half minutes after all other members wishing to speak have done so.

A member expressed concerns about the ACC modification request submitted for 7412 Berkshire Pines Dr.

Adjournment:

Lee made a motion to adjourn the meeting at 8:03 pm, Bill seconded. All in Favor.

Respectfully submitted,
Kelly Flynn- Secretary