

# **Lely Country Club Property Owners Association, Inc.**

## **Board Meeting Minutes**

**November 11, 2025**

### **1. Call to Order & Establish Quorum:**

**Paul Labonte called the meeting to order at 6:00 p.m. at Royal Palm Golf Club 405 Forest Hills Blvd, Naples, FL 34113**

### **2. Proof of Notice:**

Due notice of the meeting was given, and a quorum was established with the following members in attendance:

- Bart Andersen
- Dana Finnegan
- Victor Faszczuk
- Paul Labonte
- Karen Poufcas
- Sharon Sutton
- Elli Taylor
- Jerry Golf
- Dave Tate

### **Also Present:**

- Philippe Gabart, Resort Management
- 1 Owners on ZOOM
- 6 owners present

### **Absent:**

- Wil Rudman

### **3. Approval of Previous Meeting Minutes:**

**Jerry Golf motioned to approve the previous minutes of October 20, 2025, and Karen Poufcas seconds the motion, with unanimous approval.**

### **4. President Report:**

A member of Lely Country Club has undertaken the removal of several trees without securing the requisite approval from the Board. It is imperative that all members obtain authorization from the ARC prior to initiating any work on Vegetation on their property. Furthermore, members are responsible for verifying the precise location of trees and shrubs to ensure they are situated within their own property boundaries. Approval is mandatory for all tree removals and landscape changes per our Covenants. In this instance, the Board of RPGC has ascertained that the trees in question were located on Royal Palm Course Property. The club is presently conducting a thorough review of the matter and will engage in direct discussion with the member involved. At this juncture, it is advisable to refrain from further action until all pertinent facts have been established. Additional updates will be communicated upon the conclusion of the Club's review process.

## **5. Treasurer's Report:**

The Lely Country Club Property Owners Association (LCCPOA) reported a Surplus of \$14,202 for the month ended October 31, 2025, compared to our budget. Operating cash decreased by \$15,331. Operating Cash stands at \$104,610 which is still better than last year (\$110,504). The reason for the major increase in Operating Dollars this year is due to the repair check received from the Contractor who damaged our Monument. Delinquencies are trending lower this month.

Currently, Total Delinquencies stand at \$19,654. This is a new threshold for us since it is the first time the delinquencies are under \$20,000. We currently have 11

Accounts which have had Liens placed on their properties and our Attorney has been contacted by 4 of these accounts to date. Hopefully, we will see some positive reaction to our efforts to eliminate this BAD DEBT.

Operating funds began the month at \$119,941 and ended at \$104,610.

A quick update on our Budget Status after 10 months: Gen. Admin. is currently \$574 over budget with Legal Expenses being the driver and Grounds MTCE/Repair over due to the Monument damage. All other categories are under budget. *Overall, we are \$2,233 under budget for 10 months.* Reserves began the month at \$160,872 and ended at \$141,520. The Landscape Committee has hired a Landscaping Contractor to upgrade our 4 Monuments. The deposit (\$19,800) was paid on 10/15/25.

### **Cash Balance Analysis:**

Comparative cash balances indicate that the operating fund is \$15,833 higher than at the same time last year. Uncollected accounts receivable is currently under (\$1,145) than last year, while reserves are \$20,778 higher. Looking ahead, we could end the year with an operating balance of about \$16,664 assuming we collect more of our receivables, pay our outstanding bills/expenses and remain within budget for the remainder of this year. As for Reserves, updating the 4 Monuments will deplete our funds but we expect to remain strong with the funding returned to the late 2024 levels. Our plans are to complete the

updates and spend \$60,000. At the current level, we should end the year at about \$102,500.

## **6. New Board Member: Cindy Jepsen:**

Paul introduced Cindy Jepsen as a new board member and acknowledged her previous involvement and favorable recommendation from a former president.

**Sharron Sutton motioned to approve the appointment of Cindy Jepsen as Board Member, and Karen Poufcas seconds the motion, with unanimous approval.**

## **7. Board Training Reminder/Requirements:**

Training Requirements:

- All Directors must complete at least 4 hours of Certified HOA training every calendar year.
- New Directors have 90 days to comply once they are nominated to the Board.
- This requirement is specified by Florida Statute 720.3033.

Director Training Status (as of 11/10/25)

The list below shows the last recorded completion date for the required training for each director. All directors listed appear to have completed training in 2025, or late 2024 for one director:

- Paul Labonte: August, 2025
- Sharon Sutton: January, 2025
- David Tate: September, 2025
- Bart Andersen: December, 2024
- Victor Faszczuk: January, 2025
- Dana Finnegan: April, 2025
- Jerry Golf: January, 2025
- Karen Poufcas: April, 2025
- Elli Taylor: October, 2025
- Wil Rudman: April, 2025

## **8. Old Business:**

### **a. Update on Compliance/Fines:**

Paul Labonte reported on a property located at Unit 508, St. Andrews Blvd., which has multiple ongoing violations, including uncut grass and a damaged mailbox. The homeowner currently owes more than \$1,200 in fines. Paul recommended issuing an

additional \$1,000 fine and pursuing possible legal action to foreclose on the property. The board discussed potential options, including initiating a lawsuit to complete the necessary maintenance and repairs or proceeding directly with foreclosure. After deliberation, the board voted to impose an additional \$1,000 fine for the uncut grass and damaged mailbox, with the fine remaining in place regardless of any subsequent repairs.

**David Tate moved to assess a \$1,000 fine against the owner of Unit 508, St. Andrews Blvd., for non-compliance concerning the grass, mailbox, post, and lantern. The motion was seconded by Karen Oufcas and unanimously approved by the board.**

**a. Monument Repairs:**

Bart Andersen and Sharon Sutton provided an overall update on the monuments, landscaping, and irrigation systems. They reported on the monument repairs, noting that renovations have begun and landscaping has been relocated to the medians. They also discussed the irrigation system, highlighting the need for updates due to aging heads and damaged pipes, and outlined plans to upgrade to more flexible piping. The board discussed the importance of maintaining proper irrigation to support the new landscaping and emphasized addressing these issues proactively to prevent future problems. Additionally, it was noted that the electric system for the water source should be investigated and updated to ensure safety and proper functionality.

**b. Mailbox Proposal:**

Paul introduced the topic of the mailbox proposal, seeking board input on design, placement, and next steps. The discussion highlighted the need for additional details and clarification before a final decision can be made, leaving the matter as a pending action item for the board.

Dave provided an overview of the initial cost estimates for mailbox services. The first quote was \$25 per mailbox for basic services such as cleaning and light bulb replacement. A second, more detailed quote included a flat rate for specific services. The proposed breakdown is \$50 per mailbox for materials and labor, with an additional \$10 per mailbox for paint and light bulbs, totaling \$60 per mailbox annually.

A communication plan was outlined to inform residents about the project and participation options. A letter will be sent before the annual meeting to allow residents to opt out, followed by a second letter after the meeting for any final opt-outs. No fees will be collected this year; however, a \$20 charge will be applied to the operational account in 2027 for homeowners who have not opted out. The goal of the project is to standardize the appearance of mailboxes across the community. Condo units were noted as likely to opt out, as they do not have individual mailboxes.

Regarding contractor responsibilities, Dave clarified that the contractor will not perform repairs on mailboxes. Homeowners will be notified if repairs are needed prior to painting. The HOA has reviewed the condition of all community mailboxes and determined that

maintenance and painting are the responsibility of individual homeowners. However, the Board is coordinating efforts to support residents in maintaining a uniform appearance. Quotes have been obtained for painting mailboxes, installing light bulbs, and adding uniform address numbers. Paint and light bulbs will be provided by the HOA to ensure consistency. The attorney has reviewed the process to confirm compliance with governing documents. A detailed letter with full explanations and available homeowner options will be included in the annual meeting packet. Homeowners will have the option to opt out of participation. If any mailbox requires repairs, individual homeowners will be notified directly. The project covers a total of 410 mailboxes across the community.

**c. Review Meeting w/Resorts Management:**

Paul reviewed the recent meeting with Resort Management, providing a comprehensive report on the discussion. It was noted that a new contract would be drafted for 2026 to address areas of concern and planned improvements. Paul explained changes to violation letter procedures, including sending all fines and late notices by certified mail following a hearing. He also emphasized the need for improved follow-up on compliance issues, such as taking photos and sending standardized letters, and highlighted the efficiency of the new system for tracking compliance. Overall, the updates focused on enhancing monitoring, ensuring consistent follow-up on violations, and improving ongoing management processes.

**9. New Business:**

**a. A/R Aging: Delinquencies:**

Total delinquencies currently stand at \$19,654, marking the first time they have fallen below \$20,000. Eleven accounts have had liens placed on their properties, and the attorney has been contacted by four of these accounts. The board anticipates positive results from these efforts to reduce outstanding bad debt.

**b. Readout on Strategic Planning:**

Sharon outlined the process for finalizing the community's vision and mission statements, along with the six goals and associated action items. She requested feedback from board members to rank the goals and action items in order of priority. Sharon emphasized the importance of all board members responding to ensure consensus on the vision and goals. She plans to consolidate the feedback and present the results at the next meeting for final approval.

**c. Field Trip (Collier Seminole State Park):**

Paul discussed an upcoming field trip to Seminole State Park, organized by a community member, and emphasized the need for a volunteer to coordinate directly with the organizer. The trip will be funded by the HOA and is intended to be open to the entire community. A volunteer has already created a sign-up sheet, and an additional volunteer is needed to work with the organizer to finalize the trip details. The trip is planned for

March, with the organizer providing further information once the exact dates are confirmed.

**d. New Speed Indicators on Augusta Blvd:**

Paul provided an update on the speed indicator on Augusta Boulevard, which had previously been malfunctioning but has now been repaired. The device, installed by the sheriff's department, has been effective in slowing down drivers. Paul emphasized the need for continued patrols by the sheriff's department to address ongoing speeding issues. Overall, the speed indicator has successfully reduced vehicle speeds, and the sheriff's department has been responsive to the community's concerns.

**e. Quarterly Newsletter:**

Victor plans to provide data for the quarterly newsletter, which will be distributed to the community. The newsletter will include updates on various community activities and initiatives, emphasizing the importance of keeping residents informed and engaged with HOA activities. It will serve as a key communication tool to promote transparency and accountability within the community.

**10. Comments.**

**11. Adjournment.**

**Paul Labonte moved to adjourn the meeting, and Sharon Sutton seconded the motion. With unanimous approval, the meeting was officially adjourned at 7:30 p.m.**

Respectfully submitted.

Philippe Gabart, CAM