

Lely Country Club Property Owners Association, Inc.

Board Meeting Minutes

April 14, 2026

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:

Proof of notice was confirmed. Meeting notices and signage were posted in compliance with statutory requirements more than 48 hours in advance, and a quorum was established with the following members in attendance:

- Dana Finnegan
 - Victor Faszczuk
 - Paul Labonte
 - Karen Poufcas
 - Dave Tate
 - Cindy Jepsen
 - Sharon Sutton
 - Bart Andersen
 - Wil Rudman
 - Jerry Golf
- Zoom

Also Present:

- Philippe Gabart, Resort Management
- 7 Owners on Zoom and 10 present

3. Approval of Previous Meeting Minutes:

Will Rudman motioned to approve the previous minutes of March 10, 2026, and Sharon Sutton seconds the motion, with unanimous approval.

4. President Report:

Meeting Schedule – Summer Hours

Due to Royal Palm closing at 5:00 PM during summer, the President proposed adjusting meeting start times. The following schedule was established:

- May – 3:00 PM (in-person at Royal Palm)
- June – 3:00 PM via Zoom (club closed; Zoom meeting to be held at the Resort Management

- July – No meeting scheduled
- August 11 – 3:00 PM via Zoom (to satisfy attorney's recommendation for no more than 2-month gap)
- September 15 – 3:00 PM (in-person) at the Club.
- October 13 – 3:00 PM (in-person at the club)
- November, December, January – As previously planned

Note: August and September meetings are essential for the budget development cycle. Budget must be discussed in September, finalized in October/November, and billed in time for January 1 due date. Members will be reminded twice of the January 3 payment deadline.

ACTION: President to send email recap of meeting schedule. Sharon to post updated schedule to the website.

Lift Station Petition – Lely Civic Association

The President reported that the Lely Civic Association (the east/west HOA covering Forest Hills to Tamiami Trail) is circulating a petition regarding a proposed lift/pumping station at the corner of St. Andrews Boulevard and a nearby street. A local doctor with EPA expertise is spearheading concerns similar to issues on Rattlesnake Hammock/Santa Barbara Boulevard.

- Board members Karen and Bart are attending a Sunday (April 19) meeting at a resident's home to represent Lely Country Club POA.
- Historical context: In 2019 the county rerouted funds to upgrade the existing superstation on Rattlesnake Hammock/Santa Barbara rather than build a new one.
- Key concern: Commitments made by prior county officials not to build a new station in the area may not be honored.

The President noted two items to be addressed under New Business: (1) formation of Action Committees, and (2) a new Official Records Request Policy.

5. Treasurer’s Report:

Current Financial Summary

Account / Description	Balance / Amount
Operating Account Balance	\$200,490.00
Reserves Account Balance	\$131,795.00
Delinquency Collections – Reduction Since Last Report	(\$4,080.00)
Total Delinquency Balance Outstanding	\$30,267.67
Reserves Spent to Date	\$2,447.00

Budget Performance – Variance vs. Budget

Category	Status	Variance
Administrative Expenses	Under Budget	\$7,781 under
Utilities	Under Budget	\$80 under
Maintenance & Repair	Under Budget	\$131 under
Contingency (field trip expense)	Over Budget	\$274 over

6. Board Training Reminder /Requirements

The President noted the following board member training expirations requiring action:

- Dana – Training expired; completed; certificate must be posted to website.
- Sharon – Training expired; completed.
- Karen – Training expired April 15; must complete renewal.
- Will – Training expired April 10, 2025; completed.

All board members are required to keep training current. Copies of completion certificates should be sent to the President and posted on the association website.

7. Old Business:

a. Mailbox Project/Status

Update provided by board member Dave:

- Supplies purchased and provided to contractor for 100+ mailboxes.
- Six mailboxes completed as a pilot test (spray paint, new number sheets).
- Process improvements implemented: different sandpaper grit and technique refinements.
- Planned sequence: Murfield Circle → Torrey Pines Circle → Palmetto Dunes → St. Andrews (including cul-de-sacs and villa areas)

Project is progressing on track. Contractor working street by street.

b. Pump House Repair (Augusta Blvd)

The Board received an update regarding the irrigation pump house located in the Augusta South area of the community. It was reported that the existing pump house structure has been removed and replaced with a new enclosure. A concrete pad with installed anchor hooks has been added to secure the structure during hurricane conditions, improving overall storm resilience. Additionally, the electrical system servicing the pump house was found to be in poor condition. An electrician, who has previously completed similar upgrades at other pump locations within the community, has been engaged to update the electrical components to current safety standards. Completion of the pump house enclosure and electrical upgrades is anticipated by the end of the week. The Board noted that these improvements are part of ongoing efforts to maintain and enhance the community's irrigation infrastructure, with a focus on safety, reliability, and hurricane preparedness.

c. ARC Committee Review

ARC Committee Chair Dana Finnegan presented one application: a homeowner at 171 Palmetto Dunes requesting approval for three items:

- Small water feature (not visible from street – previously approved)
- Paver expansion in backyard triangular lot area (previously approved)
- Pool barrier/fence relocation – approximately 3 feet from pool edge

Board discussion: Multiple members expressed discomfort approving the fence/barrier component without finalized design guidelines in place. After discussion, the board agreed to:

- Approve: Water feature and paver expansion (already submitted and approved)
- Defer: Pool barrier/fence application pending completion of design guidelines (estimated 1–2 weeks)
- Homeowner to be notified of reason for delay – guidelines under development.
- If needed, a special Zoom meeting will be called to expedite approval once guidelines are finalized.

d. Members Concerns/Vegetation

Discussion led by the President regarding covenant language on water management areas. Key points:

- Master covenants prohibit any structure or alteration that impedes water flow in water management areas approved by the South Florida Water Management District.
- Lely CCPOA does not own Tracts A and B; compliance with district permits is governed by SFWMD, not the HOA.
- Some ponds may not meet current in-depth requirements (built before current rules were enacted).

ACTION: President and Cindy to contact SFWMD this month to determine current compliance status before meeting with Royal Palm management.

e. Update on Compliance/Fines

Board member Dave provided the following update on recent compliance hearings:

- 508 St. Andrews – Hearing committee did not approve the proposed fine.
- 173 – 175 – 176 Palmetto Dunes – Fine approved for unauthorized lanterns.
- St. Andrews (commercial vehicle) – Fine approved; homeowner has since removed the vehicle and purchased a pickup truck. Board waived the \$100 fine. Kay (management) to be notified to update records.

f. Monuments/Landscaping Update

Provided by Sharon (Landscaping) and Bart:

- Mulch added to all front entrance monument areas. Landscaping essentially complete.
- Lighting installation in progress: solar/low-voltage lights around planters at monument bases.

- Wednesday meeting (April 1) scheduled with landscaper to discuss: use of reclaimed bricks at Augusta entrance; median improvements on St. Andrews; plant pricing and selection.
- Augusta South pump house enclosure completed; new enclosure anchored with hooks and cement pad (hurricane hardening). Electrical upgrade by licensed electrician to be completed by Friday.
- Monument lettering: Iron oxide buildup being removed with acid wash. All low-voltage wiring now in conduit per updated county code.

8. New Business:

a. Reserve Investments

- Current operating account earns approximately 0.0025% interest.
- Treasurer working with Greg (management) to move idle operating funds (~\$80,000) to an internal savings account earning 3.5% interest, while retaining approximately two months of operating expenses in checking.
- Reserve CD (Win Trust) earning ~3.7%; renewal planned.
- Prior year improvement: Interest income grew from ~\$300/year to ~\$6,000/year.

b. Action Committees

The President presented a document formally establishing five action committees, effective April 14, 2026. The Board voted to adopt the committee structure:

Committee	Members
Inspection & Official Records	President (lead); Attorney Cheryl Hastings
Compliance Process	President, Dave Tate, Bart Anderson, Cindy Jepsen, Victor Pasha
ARC Committee Process	Dana Finnegan, Karen Kus, Jerry Goff
Design Guidelines	Bart Anderson, Dana Finnegan, Dave Tate, Sharon, Victor Faszczuk
Business Emails	Sharon Sutton to coordinate with management company for new email addresses

Cindy Jepsen moved to adopt the Action Committee document. The motion was seconded by Sharon Sutton and approved unanimously.

ACTION: Committees and this document to be posted on the association website.

c. Delinquencies

The Board received a detailed delinquency update following a meeting with legal counsel (Alexandra Gabart, Gunster Law / Cheryl Hastings):

- 10 property liens currently filed | Total owed: ~\$17,300
- 8 additional properties pending liens: ~\$5,000

- 27 additional members have not yet paid 2026 dues: potential exposure ~\$15,000
- Total projected exposure if unresolved: ~\$40,000

Legal strategy discussed: Foreclosure proceedings are an option but carry risk of association acquiring property. Attorney is identifying select cases to pursue more aggressively to send a clear message.

ACTION ITEMS:

- Treasurer proposes a plan to absorb the \$2 ACH auto-pay fee to incentivize enrollment and reduce future delinquencies.
- Annual lien renewals must be filed each September to preserve collection rights beyond five years.
- Legal counsel continues to evaluate notice-of-intent-to-foreclose strategy on select accounts.

d. New Official Request Policy

The President presented a formal resolution adopting rules for member inspection and copying of official records, pursuant to Florida Statute §720.3055(5). Key provisions:

- All requests must be submitted in writing to the Community Association Manager (CAM).
- Requests must describe records sought with reasonable specificity; vague requests may be returned for clarification.
- Records made available within 10 business days of receipt of written request.
- Statutory allowable fees may be charged for copies and administrative time.
- Members limited to two (2) requests per month to prevent abuse of the process.
- All requests must be made in good faith and not for purposes of harassment or undue burden.

Motion made by Sharon Sutton and seconded by Karen Poufcas to adopt the resolution effective April 14, 2026. The motion was approved unanimously.

ACTION: Resolution to be posted to the association website under Association Information.

Paul Labonte made a motion to appoint Penny Howard to the Hearing Committee. The motion was seconded by Sharon Sutton and passed unanimously.

9. Adjournment:

Dave Tate moved to adjourn the meeting, and Karen Poufcas seconded the motion. With unanimous consent, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Philippe Gabart, CAM

**RESOLUTION OF THE BOARD OF DIRECTORS OF LELY COUNTRY
CLUB PROPERTY OWNERS ASSOCIATION, INC.**

**RE: ADOPTION OF REASONABLE RULES FOR INSPECTION AND COPYING OF
OFFICIAL RECORDS**

WHEREAS, the Lely Country Club Property Owners Association, Inc., is a Florida corporation governed by Chapter 720, Florida Statutes (the "POA");

WHEREAS, Section 720.303(5), Florida Statutes, provides that the official records of the POA shall be open to inspection by any member or their authorized representative at all reasonable times;

WHEREAS, the Board of Directors is authorized to adopt "reasonable written rules" governing the frequency, time, location, notice, and manner of such inspections and copying; and


WHEREAS, the Board desires to establish a clear policy to ensure member access while maintaining orderly operations and compliance with Florida law.

NOW, THEREFORE, BE IT RESOLVED THAT the following rules are hereby adopted:

1. **Written Request Required:** All requests to inspect or obtain copies of POA records must be submitted in writing to the POA's Community Association Manager ("CAM").
2. **Reasonable Specificity:** The request must clearly describe the records sought. Broad and/or vague requests may be returned for clarification.
3. **Response Time:** The POA will make records available for inspection within 10 business days of receipt of the written request, as required by the statute.
4. **Inspection and Delivery:** Records will be made available for inspection or copying at a reasonable time and location.
5. **Fees:** The POA will charge the statutory allowable fees for copies and administrative time, as defined in the statute.
6. **Multiple or Extensive Requests:** In the event of multiple, voluminous requests, the POA reserves the right to limit a specific member's request to no more than 2 requests per month. Hopefully, this can be coordinated with the requesting owner to narrow the clarity and scope.
7. **Good Faith Standard:** All requests shall be made in good faith and not for the purpose of harassment or undue burden on the POA's daily operations.

Duly adopted this 14 day of April, 2026.


Paul Labonte, as President


David Tate, as Secretary

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