



**Osprey Cove HOA  
Architectural Review Board (ARB)  
January 23, 2025 – 5:30 p.m.  
Osprey Cove Clubhouse**

**MEETING MINUTES**

**Call to Order**

Tracy Black called the meeting to order at 5:31pm

**Determination of a Quorum / Roll Call**

Present: Tracy Black, Jim Kiley, Jim Dreusicke and Susan Boone were all present so there was a quorum. HOA Board President John Polites was also present.

**Proof of Notice of Meeting**

Notice posted in accordance with Florida Statutes, sent out electronically, and posted in the Guard House and Clubhouse.

**Approval of ARB Meeting Minutes from December 19, 2024**

Approval of previous ARB Meeting Minutes recommended.

Motion to approve December 19, 2024 ARB meeting minutes made by: Jim Kiley

Second by

Jim Dreusicke

Approved:

unanimously approved

Motion carried

**OLD BUSINESS**

**8880 Bayberry – Final Inspection - Roof Replacement**

Jim Dreusicke and Tracy Black performed a final inspection on 01/21/2025 and determined that homeowner was in compliance with the application. Recommended final approval and return of deposit.

Motion for final approval and request return of deposit by:

Susan Boone

Second:

Jim Kiley

Approved:

unanimously approved

Motion Carried

**9739 Osprey Pointe Drive – Final Inspection - Roof Replacement**

Jim Dreusicke and Tracy Black performed a final inspection on 01/21/2025 and determined that protrusions were not painted the same color of the roof. Homeowner was advised

verbally by the ARB inspectors and in writing by the Property Manager to take action.  
Recommended final approval and return of deposit.

Motion deny request for return of deposit by: Jim Kiley  
Second: Susan Boone  
Approved: unanimously approved  
Motion Carried

10062 Osprey Pointe Drive – Final Inspection – Window Install

Jim Dreusicke and Tracy Black performed a final inspection on 01/21/2025 and determined that homeowner was in compliance with the application. Recommended final approval and return of deposit.

Motion for final approval and request return of deposit by: Susan Boone  
Second: Jim Kiley  
Approved: unanimously approved  
Motion Carried

9791 SE Crepe Myrtle – windows replacement follow-up

At last meeting, ARB requested homeowner provide sample to the ARB any time before the next meeting because we are not familiar with the glass manufacturer. As of today, no response from homeowner. No further action at this time.

**NEW BUSINESS**

8836 Bayberry - Roof Replacement – Commencement Approval

The ARB received and reviewed the application is incomplete. Additional information will be requested from the homeowner.

8790 Bayberry – Final Inspection Exterior Paint

Jim Dreusicke performed a final inspection on 01/21/2025 and determined that homeowner was in compliance with the application. Recommended final approval and return of deposit.

Motion for final approval and deposit return by: Jim Kiley  
Second: Susan Boone  
Abstain: Tracy Black  
Approved: 3 ayes  
Motion carried

9822 Osprey Pointe – Roof Replacement

The ARB received and reviewed the application and determined it to be complete.

Property Manager shall advise the homeowner that the ARB shall be notified in sufficient time to perform the following inspections:

- 1) Initial inspection – to be performed after delivery of tiles but before they are laid
- 2) Interim inspection – to be performed during the installation of tiles
- 3) Final inspection – to be performed after the project is completed
- 4) Tiles shall be laid in a random manner
- 5) All protrusions shall be painted to match the color of the tiles
- 6) Drip edge to be painted to match the fascia
- 7) Gutters shall be painted to match the drip edge

Motion for commencement approval by:  
Second:  
Approved:  
Motion carried

Jim Dreusicke  
Jim Kiley  
unanimously approved

9942 Osprey Pointe – Impact Windows

The ARB observed on 01/15/2025 at 9:42AM that the homeowner was installing new windows. Photo documentation presented. Homeowner is familiar with the ARB and the process. The property Manager notified homeowner to request an Architectural Change Application. An incomplete application form was received on 01/18. Property Manager informed homeowner that they have 30 days to submit a complete application including deposit.

Establish dates for future ARB Meetings and Workshops

The ARB wishes to set the dates for the next few Meetings and Workshops. After discussion, the following dates were determined:

ARB Workshop – Thursday, February 20, 2025 at 4:00PM at the Clubhouse.  
ARB Meeting – Thursday, February 20, 2025 at 5:30PM at the Clubhouse.  
ARB Workshop – Thursday, March 20, 2025 at 4:00PM at the Clubhouse.  
ARB Meeting – Thursday, March 20, 2025 at 5:30PM at the Clubhouse.  
ARB Meeting – Thursday, April 17, 2025 at 5:30PM at the Clubhouse.

ARB Meet and Greet

The ARB wishes to set a date for Meet & Greet activities for the purpose of enabling homeowners to meet and interact with the ARB, ask general questions. Questions pertaining to specific applications in-process will not be permitted. Following discussion, the following date was determined:

ARB Meet & Greet – February 20, 2025 at 3:30PM at the Clubhouse, light refreshments will be served

**OWNERS' FORUM**

John Ritacco was present.

**Adjourn**

Motion to adjourn made at 6:06PM made by:  
Second:  
Approved:  
Motion carried

Jim Kiley  
Jim Dreusicke  
unanimously approved

Respectfully submitted:



01/23/2025