



**Osprey Cove  
ARCHITECTURAL REVIEW BOARD  
Thursday May 22<sup>nd</sup> 2025 at 5:30PM  
Located within Osprey Cove Clubhouse**

**MEETING MINUTES**

**Call to Order**

Tracy Black called the meeting to order at 5:36PM.

**Determination of a Quorum / Roll Call**

Present: Tracy Black, Jim Dreusicke, Tom Beddows and Susan Boone were all present so there was a quorum. John Polites from the HOA Board of Directors was present.

**Proof of Notice of Meeting**

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

**Approval of previous ARB Meeting Minutes**

Approval of previous ARB Meeting Minutes recommended.

Motion to approve April 15, 2025 ARB meeting minutes made by: S. Boone  
Second by T. Beddows  
Approved: unanimously approved  
Motion carried

**Old Business**

- 10014 SE Osprey Pointe Drive (fence)  
Homeowner inquired about the status of approval of the Architectural Change Request form. Commencement approval was granted on 04/15/2025. However, commencement approval was contingent on receiving the auto insurance of the contractor. To date that has not been received and no work should be initiated. Request the OC Property Manager obtain auto insurance and advise Homeowner work shall not begin until it has been submitted.

- 8824 SE Oak Grove (roof)

As of this date, no response to the OC Property Manager email requesting additional information from the Homeowner has been received. Application is no longer considered active. No further action.

- Quick Reference Guide handout update

The Quick Reference Guide was printed and copies were provided to the OC HOA President for distribution to new homeowners.

### **New Business**

- 8813 SE Bayberry Terr (generator)

Final inspection was performed by T. Black and S. Boone on 04/30/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 9856 SE Crape Myrtle (gutters)

Final inspection was performed by T. Black and S. Boone on 04/30/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 10074 SE Osprey Pointe Drive (fence)

Architectural Change Request form was reviewed and discussed by the ARB. The OC HOA is having an independent property survey performed of Lots 10, 11, and 12; no action can be taken until the ARB receives the survey drawings and report. A copy of the Homeowners' property survey written report was requested.

- 9746 SE Crape Myrtle (impact windows)

Final inspection was performed by T. Black on 03/18/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 9856 SE Crape Myrtle (fence)

Final inspection was performed by T. Black and S. Boone on 05/14/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 9812 SE Crape Myrtle (roof)

An Interim inspection was performed by T. Black on 04/29/2025. All pallets of tiles were Desert Spice in compliance with approved Architectural Change Request form.

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

- 1) Final inspection – to be performed after the project is completed
- 2) Tiles shall be laid in a random manner
- 3) All protrusions shall be painted to match the color of the tiles
- 4) Drip edge to be painted to match the fascia
- 5) If gutters are being installed, they shall be painted to match the drip edge
- 6) Notify OC Property Manager and roof contractor within 24 hours of any damage

- 9751 SE Osprey Pointe Drive (additional walkway)

The original project scope pathway replacement scope was clearly described in the approved Architectural Change Request form. On 05/14/2025 it was observed that the Homeowner had begun to install an additional walkway to the east of the house from the back patio to the street. This was not included in the original approved scope and was never discussed with the ARB by the Homeowner. The OC Property Manager and HOA President were immediately notified, and the Homeowner subsequently submitted an Architectural Change Request form. The ARB reviewed and discussed the application and recommended Commencement. However, the OC Property Manager shall include a reminder in the email that all future exterior projects require submission of the Architectural Change Request form and must receive approval before any work can begin.

Motion to approve Commencement made by:  
Second by  
Approved:  
Motion carried

T. Beddows  
J. Dreusicke  
unanimously approved

- 9834 SE Crape Myrtle Drive (roof)

An Interim inspection was performed by T. Black and S. Boone on 04/25/2025.

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

- 1) Final inspection – to be performed after the project is completed
- 2) Tiles shall be laid in a random manner
- 3) All protrusions shall be painted to match the color of the tiles
- 4) Drip edge to be painted to match the fascia
- 5) If gutters are being installed, they shall be painted to match the drip edge
- 6) Notify OC Property Manager and roof contractor within 24 hours of any damage

- 9822 SE Osprey Pointe Drive (roof)

Final inspection was performed by T. Black and S. Boone on 04/3/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 10063 SE Osprey Pointe Drive (roof)

Final inspection was performed by T. Black and S. Boone on 04/28/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 8836 SE Bayberry Terr (roof)

Final inspection was performed by T. Black and S. Boone on 04/24/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.

- 9822 SE Osprey Pointe Drive (roof)  
Final inspection was performed by T. Black and S. Boone on 05/14/2025. Project was determined to have been completed in compliance with approved Architectural Change Request form. Recommended OC Property Manager return deposit. No further action.
- 1-page instructions for inclusion with roof replacement approval  
The draft letter to accompany commencement approval for Roof Replacement from the OC Property Manager to the Homeowner was discussed by the ARB.

**Owners' Forum**

Homeowners R. Olsen, C. Rynasko, and R. Bailey were present at the meeting.

- 8802 SE Oak Grove Terr (roof)  
The OC Property Manager sent a letter to the Homeowner requesting a status of the proposed and approved roof replacement. As of this meeting, no response has been received.
- 9834 SE Crape Myrtle Drive (fence)  
The ARB reviewed and discussed the application and recommend Commencement. Homeowner amended the application to clarify that all fence materials shall be black.

Motion to approve Commencement made by:	S. Boone
Second by	T. Beddows
Approved:	unanimously approved
Motion carried	

**Next ARB Meeting**

Thursday June 19, 2025 at 5:30PM in the Clubhouse

**Adjourn**

Motion to adjourn made at 6:28PM made by:	S. Boone
Second:	J. Dreusicke
Approved:	unanimously approved
Motion carried	

Respectfully submitted:

  
05/22/2025