



**Osprey Cove  
ARCHITECTURAL REVIEW BOARD  
Tuesday March 18, 2025**

**MEETING MINUTES**

**Call to Order**

Tracy Black called the meeting to order at 5:34pm.

**Determination of a Quorum / Roll Call**

Present: Tracy Black, Jim Dreusicke, Tom Beddows and Susan Boone were all present so there was a quorum. No one from the HOA Board of Directors was 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 previous ARB Meeting Minutes**

Approval of previous ARB Meeting Minutes recommended.

Motion to approve February 20, 2025 ARB workshop minutes and meeting minutes

made by:

Jim Dreusicke

Second by

Tom Beddows

Approved:

unanimously approved

Motion carried

**Old Business**

9942 SE Osprey Pointe – Impact Windows Final Inspection

Homeowner commenced replacement of numerous impact windows without submitting an Architectural Change Request form. Tracy Black and Susan Boone along with the Property Manager conducted a final inspection on 03/05/25 and determined that window frame color and window tint color were acceptable. The ARB requests the Property Manager remind the homeowner that any future work to be performed must submit an Architectural Change Request form for review and approval prior to commencement.

Motion to approve final inspection and return deposit made by: Susan Boone  
Second by Jim Dreusicke  
Approved: unanimously approved  
Motion carried

9822 SE Osprey Pointe – Roof Replacement

Tracy Black performed an interim inspection on 03/13/25 confirming that tiles delivered are Desert Spice.

**New Business**

- The ARB Workshop scheduled for 03/18/2025 at 4:00PM was cancelled.
- Tracy distributed copies of proposed Senate bill CS/CS/HB 1203 to ARB members for review.
- The ARB Quick Reference Guide will be updated and edited then reviewed at the next ARB meeting or workshop. Changes were identified and discussed.

9746 SE Crape Myrtle – Impact Windows Final Inspection

Tracy Black performed a final inspection of the windows on 03/18/25 and determined them to be compliant. Recommend return of deposit.

Motion to approve final inspection and deposit return by: Susan Boone  
Second by Jim Dreusicke  
Approved: unanimously approved  
Motion carried

8824 SE Oak Grove – Roof Replacement application

The Architectural Change Request form was reviewed and determined to be incomplete. Missing application elements include: contractor information, license, contractor's proposal or contract, roof schematic, tile specifications and contractor's insurance. No deposit check was submitted. Two samples of clay tiles were submitted for review; neither color matches the approved samples in the Osprey Cove Clubhouse. The ARB reiterates that a complete application including all conditions of approval must be submitted to management for processing. The Property Manager shall remind the homeowner that no work shall proceed until a complete Change Form application and deposit check is received and approved by the ARB for commencement. No decision was made by the ARB.

Motion to deny the application made by: Tom Beddows  
Second by Jim Dreusicke  
Approved: unanimously approved  
Motion carried

9751 SE Osprey Pointe Dr – Replace Pavers

Tracy Black and Susan Boone performed a pre-commencement inspection on 03/04/25 Application is determined to be complete. Unused deposit from 2024 will be applied to this project. Existing pavers will be moved to side and rear of parcel and new pavers will be installed in the driveway. New pavers will not match existing, however the ARB

determined that they will not be visible from the street. The Property Manager shall advise the homeowner to notify the ARB when pavers are delivered to schedule an interim inspection.

Motion to approve commencement made by: Jim Dreusicke  
Second by Tom Beddows  
Approved: unanimously approved  
Motion carried

9810 SE Osprey Pointe Dr – Exterior Painting

The homeowner was observed by a member of the Board of Directors painting the exterior trim a color that is not “in kind”. This activity was documented and sent to the Property Manager and the ARB. No Architectural Change Application form was submitted to the ARB for this activity. The Property Manager has made two attempts to contact the homeowner and has received no response. The ARB will request next steps from the Property Manager. Then ARB will refer the matter to the HOA Board to determine the appropriate corrective action.

**Owners’ Forum**

Homeowners Robert Olsen and George Doup were present.

9834 SE Crape Myrtle Ct – Roof Replacement

The Architectural Change Request form was reviewed and deemed complete. Proposed tile color and material is acceptable. ARB recommends commencement approval.

Motion to approve commencement made by: Tom Beddows  
Second by Susan Boone  
Approved: unanimously approved  
Motion carried

The 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) If gutters are being installed, they shall be painted to match the drip edge

**Next ARB Meetings**

Thursday, April 17, 2025 at 5:30PM at the Clubhouse  
Thursday, May 15, 2025 at 5:30PM at the Clubhouse

**Adjourn**

Motion to adjourn made at 6:48PM made by: Susan Boone  
Second: Jim Dreusicke

Approved:  
Motion carried

unanimously approved

Respectfully submitted:

A handwritten signature in black ink that reads "Susan E. Poole". The signature is written in a cursive style with a long horizontal flourish extending to the right.

03/20/2025