



Osprey Cove
ARCHITECTURAL REVIEW BOARD
Wednesday September 24th 2025 at 6:30PM
Located within Osprey Cove Clubhouse and via Teams videoconference

MEETING MINUTES

Call to Order

The meeting was called to order at 6:30PM by T. Black. The Teams meeting was opened to remote attendees at the same time.

Determination of a Quorum / Roll Call

Present: T. Black, T. Beddows and S. Boone and J. Polites president of the HOA. A quorum was determined to be achieved. J. Polites, HOA President, was also present.

Proof of Notice of Meeting

Notice of the meeting was posted in the guard shack, on the homeowners' portal, on the community calendar, in the clubhouse and sent to members by email.

Approval of previous ARB Meeting Minutes

Approval of previous ARB Meeting Minutes recommended.

Motion to approve August 21, 2025 ARB meeting minutes made by: S. Boone

Second by

T. Beddows

Approved:

unanimously approved

Motion carried

Old Business

9812 SE Crepe Myrtle Ct – roof replacement

Final inspection was performed 09/24/25 of the roof by the ARB. Recommended return of deposit.

9918 SE Osprey Pointe Drive – roof replacement

Final inspection was performed 09/12/25 of the roof by the ARB. Recommended return of deposit.

10099 SE Osprey Pointe Drive – roof replacement

Final inspection was performed 09/12/25 of the roof by the ARB. Recommended return of deposit.

8946 SE Bayberry Terr - roof replacement

Received deposit return request after 4:30pm on Tuesday. There were no ARB members available to perform the final inspection prior to this meeting; however, an inspection will be performed before 9/30/2025.

9810 SE Osprey Pointe Drive – Painting

The ARB has performed a final inspection and the exterior paint and trim. This situation is really a violation, the HOA President recommended drafting a letter stating that an application was not submitted prior to the initiation of work, no deposit was paid to the HOA, contractor credentials were not reviewed, and approval was not granted by the HOA and that this is in effect a violation of the Covenants Article 9 and Rules and Regulations.

Discussion, including the HOA President, resulted in the decision to draft a second letter to the community reminding all homeowners that any/all exterior changes must be submitted in an application submitted to the ARB for review prior and that work shall not begin until Commencement Approval is received. Changes proposed shall be consistent with the aesthetic of the neighborhood. Obtain input on letter phrasing from CMPFL. Draft letter shall be reviewed by the HOA Board and reviewed by the attorney.

Motion to draft two letters as described above:

Second:

Approved:

Motion carried

S. Boone

C. Rynasko

unanimously approved

New Business (in the order received)

- 9787 SE Osprey Pointe Drive – roof replacement

The ARB performed a final inspection and determined all was in order. Recommend return of deposit.

- 8879 SE Bayberry - Impact Windows

The ARB has reviewed the application for a replacement of windows with impact. A review of the package determined all was in order. CPMFL shall include the Windows homeowners' checklist along with notice of commencement approval.

Motion to approve commencement and send homeowner window checklist made by: S. Boone

Second:

Approved:

Motion carried

C. Rynasko

approved

9725 SE Crape Myrtle - Exterior Paint

The ARB has reviewed the application for painting the exterior of the house and trim. The homeowner submitted exterior paint and trim samples for review prior to the meeting. The

application shows that the contractor's insurance and license are expiring before work commences. Prior to approval the ARB will need to see a rendering of the home in the exterior paint and trim colors without the awnings, which are not compatible with the aesthetic of the neighborhood. Property manager has already requested updated business license and insurance from the homeowner.

Motion to deny application made by:
Second:
Approved:
Motion carried

S. Boone
C. Rynasko
unanimously approved

Owners' Forum

R. Hennessy attended briefly.

Next ARB Meeting

The next in-person ARB meeting will be Thursday October 23rd at 6:30PM in the clubhouse. An access link will be made available for remote homeowners to participate using WIFI and their phone or computer.

Adjourn

Motion to adjourn made at 7:22PM by:
Second:
Approved:
Motion carried

S. Boone
T. Beddows
unanimously approved

Respectfully submitted:



09/26/2025