



**Wiggins Bay Foundation, Inc.**

c/o Towne Properties AMC, Ltd.

1016 Collier Center Way, Suite 102, Naples, FL 34110

**MINUTES OF BOARD OF DIRECTORS MEETING**

**Approved**

**Call to Order:**

A meeting of the Board of Directors of Wiggins Bay Foundation, Inc. was held on Friday February 15, 2019 at the Club at the **Tarpon Cove Yacht & Racquet Club, 471 Bay Club Drive, Naples, FL 34110.**

President Magnani called the meeting to order at 9 am

**Quorum:** Directors Present: Present in person were:

Ed Magnani	President
Herb Bias	Vice President
Debbie Russo	Treasurer
Sue McGill	Director
JoAnn Babiarz	Secretary

**Proof of Notice:**

President Magnani verified that a quorum was present. Michael Towns (Towne Properties AMC) verified that the Meeting Notice and Agenda was properly posted, emailed as required by statute and posted on the Foundation's Bulletin/Notice Boards and website.

**Approval of Minutes:** On a motion by Director Bias and seconded by Director Babiarz, the Board approved the minutes form the 1/18/2019 meeting as presented.

**TREASURER REPORT:**

Treasurer Russo provided a report on the YTD financials, and spoke about the delinquent owners and plans to communicate with owners directly to get payments made. As is normal there are about 10% of the members that are late with payments.

**Old Business:**

**Walkway Project:** Director McGill reported on the status of the planned walkway the plans for the path and time line for completion of the first phase. The easement has been completed and will be filed with the clerk of courts. Movement of lights and possible changes to lighting to accommodate the project were discussed. The Board took questions from members present.

**Securitas Agreement:** President Magnani spoke about the new contract with Securitas and that the new software and hardware changes will not be instituted until after season or late summer as the new software needs to be tested before installation. Again a presentation will be planned to members before the "roll out". He also spoke about staffing at the gate and as the plan is implemented.

**Electronic Voting:**

President Magnani spoke about the planned use of the electronic proxies for the annual meeting and that the webmaster has created the necessary forms.

Document Change Committee: Director Russo spoke about the status of the meetings with neighborhood Presidents and that the meeting is scheduled for 1pm on the 18<sup>th</sup>. She reported that there has been good responses so far and open communication.

Summit Contract: Director Bias provided an update and talked about the history of the contract and options for the community and the planned renewal as the rates are well below the market prices right now. A meeting is planned in the next week with Summit to start renewal discussions. The Board discussed removal of Comcast equipment that is in the path of the planned walkway project and notification to owners will be done via email blast to how many may be affected.

**New Business:**

Audit: The Board has agreed to have an audit done for 2018 and will be contacting other vendors as the current bid came in well over the plan. Three other companies are being contacted for bids.

Annual Meeting Plans: The Board discussed the plans for key topics for the annual members meeting.

ARC Policy and Protocol: Director McGill spoke about the section of the documents that provides for review by the Foundation on Architectural changes around the community and the need for a formal process and forms for use and communicating to neighborhoods and members about the need for approval by the Master Board on exterior changes.

Member Comments: It was brought up that a roofing vendor in the Vilas had done significant damage to the road surface and the owner needs to be notified that they are responsible for the repairs. The manager will check on the damage and notify the owner and vendor if that can be determined.

**Date of Next Meeting:** To be determined.

**Adjournment:**

With no further discussion by the Board, on a motion by Director Babiarz and seconded by Director Bias and unanimous approval of the Board, the meeting was adjourned at 10:00 am.

Respectfully Submitted By,  
Michael J. Towns, LCAM  
Towne Properties AMC  
Property Manager for the Wiggins Bay Foundation, Inc.