



Board of Trustees
MINUTES
Saturday, July 26, 2025, at 10am

Call Meeting to Order: 10:00am

Stand for Pledge of Allegiance to the United States of America
"There is no transparency without documentation."

Roll Call: All Present: Chris Frye, Gabe Sachwitz, George Stewart, Deb Parker, Sonja Hopkins, Dan Morgan

1. OLD BUSINESS

2. NEW BUSINESS:

MOTION 2025-07-01: Approve previous meeting minutes of June 28, 2025

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-02: Approve Associate Membership for Miles Starkenburg

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-03: Approve sections of fencing in campground and Interlachen Park

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-04: Approve the south facing (lakeside) deck in front of the bar at the Lakeshore 21+ only

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-05: Approve prohibiting fishing and crabbing on lower docks at the marina

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-06: Approve the building of a fence for lot 022-171

Deb Moved, Gabe Seconded, Passed Unanimously

MOTION 2025-07-07: Approve lot 14-124 for final project

Deb Moved, Gabe Seconded, Passed Unanimously

3. SCHEDULE OF BOARD MEETINGS AND TOWN HALLS:

August 30th at 10:00 – Special Membership Meeting Vote on Governing Documents & Budget

September 27th at 10:00 (Annual Member Meeting)

4. COMMITTEES AND AMENITY REPORT: Dan Morgan – ACC projects approved by Trustees

5. GM REPORT: Dan Morgan – Visitor numbers have increased over last year.

6. BOT REPORT: Talking Points and Trackable Items

7. MEMBER'S COMMENTS *see summary*

MEMBERS – To speak before Adjournment of the meeting on any topic for a maximum of three minutes. Please use the sign-in sheet prior to the start of the meeting. Zoom participants will be asked to raise their virtual hand during this time. For clarity all questions must be submitted using the proper form. Verbal questions may not be interpreted.

8. ADJOURNMENT: 11:40

Board of Trustees Trackable Items

- ✓ Associate Members Total: 20/60
- ✓ Associate Member New Applications: One as of 7/25/25
- ✓ Total Number of Lots: 3163
- ✓ Total Developed Lots: 816 as of 09/30/23 Audit
- ✓ Total Land Held for Sale: 5 as of 07/25/25
- ✓ Total Insured Assets: Pending Audit
- ✓ Total Insured Assets in use: Pending Audit
- Amenity Report – Tennis Court revamp moved to 2026
- Annual Member Picnic: End of Summer 2025!!
- ✓ Books of Riviera – Available upon request, monitored by BOT
- ✓ Bylaws and Covenants
 - Packet being sent to Lawyer for Review
- ✓ Cole Point Proposal – New Letter going to HOA
 - Updating them that no proposal can be received for at least 24 months
- ✓ Committee Charter Review- Being updated from scratch 05/14/25
 - Adjusting BOT involvement, reporting and approval process
- ✓ Community Challenge – PC Alerts, Stay in Place Prep
- ✓ Compliance Initiative – Propane Issue on hold pending August Vote
- ✓ Compliance Variants – County Variance before asking Board: None as of 05/14/25
- ✓ Designated Authorized Signatures – Updating as of 05/14/25
- ✓ Election and Nomination Committee – Target June 2025
 - Nomination Done
 - Election Pending
- ✓ Employee HR/Board Resource Letter – Target 06/30/25
- ✓ Employee: How many union: 15
- ✓ Employee: How many non-union: 27
- ✓ Employee: Received all yearly required training? Confirmed Finished 02/12/25
- ✓ Goals and Mission Statement – Actions over words done
- ✓ Good Neighbor Brochure – monitoring/Updated 05/14/25
- ✓ Insurance – monitoring/100% coverage 05/15/25
- ✓ Internet Update – Verizon Update 02/14/25 Site is scheduled to go 5G this year and is under construction review right now.
- ✓ Lawyer Update - no changes as of 05/26/25
- ✓ Membership cards – Available, call email or pick up.
 - 2024/2025 1700 Member cards issued YTD
- ✓ Membership Meeting 2025 – Working on next year's details
- ✓ Office Equipment Report – Completed 12/05/24
 - Golf Purchase Pending
 - Grounds Purchase: Finished 05/15/25
- ✓ Official Statement of corporate affairs- being prepared for 2025 Annual Meeting
- ✓ Perc hole: Being revisited will update when ready. Target by 06/15/25
- ✓ Policy and Procedure Handbook – Being Reviewed from scratch 05/15/25
- ✓ Point of Sale System Purchase and Portable Scanners: Purchased 05/14/25, Implemented 06/03/2025
- ✓ Potential Grants for Marina- allocating budget for Grant writer/working with
- ✓ Public Traffic Support – Submitted an appeal on traffic signs 04/18/25
- ✓ Public Works – Not a BOT responsibility but helping out as members
 - Street Sweeping all roads with residents finished.
 - 36 potholes addressed within Riviera as of 05/15/25
- ✓ Renters Rights – monitoring no update as of 05/15/25
- ✓ Reserve Account – monitoring, report received.
- ✓ Restaurant Repair Schedule – Working on next phase 02/12/25
- ✓ Undeveloped Lot Reclamation – WIP
- ✓ Volunteer Lunch – December 2025 Confirmed
- ✓ Website – WIP looking at new website with secure features Target 2025
- ✓ Website Upload of Documents – Updated 05/15/25