

# Portofino Shores

## Community Development District

### Agenda

Seat 1: Michael Luton (C.)
Seat 5: Deborah Pariseau (V.C.)
Seat 4: Sandra Reed (A.S.)
Seat 2: Bob Burke (A.S.)
Seat 3: Ingrid Grubb (A.S.)

Tuesday  
November 7, 2023  
2:30 p.m.

Shores Clubhouse  
5720 Spanish River Road, Ft. Pierce, FL  
<https://global.gotomeeting.com/join/135266989>  
[+1 \(408\) 650-3123](tel:+14086503123); Access Code: 135-266-989

1. Roll Call
2. Approval of the Minutes of the August 15, 2023 Meeting
3. Consideration of:
  - A. **Resolution #2024-01** Establishing an Electronic Signature Policy
  - B. **Resolution #2024-02** Adoption of Records Retention Policy
  - C. Engagement Letter with Berger, Toombs, Elam, Gaines, & Frank to perform the Audit for Fiscal Year Ending September 30, 2023
4. Discussion of:
  - A. Requested Changes to Common Area Entrance Proposed by HOA Board – Replace Guard Service with Virtual Guard Equipment System
  - B. Proposed Study with HOA Board Members of Common Area Maintenance Needs
  - C. Invasive Catfish in Lakes
  - D. Status of Invasive Vines in Preserve Area
5. Staff & Officer Reports
  - A. Attorney
  - B. Engineer
    - 1) 2023 Annual Report with Culpepper & Terpening, Inc.
    - 2) Update on Sidewalk Repairs
    - 3) Status of Small Lake Repair Quotes
  - C. Manager/Secretary
    - 1) Insurance Policy Renewal and Appraisal with Egis Insurance & Risk Advisors
    - 2) Update on Grant Proposal
  - D. Treasurer – Financial Reports
    - 1) Approval of Check Register
    - 2) Acceptance of Unaudited Financials
6. Audience & Supervisors Remarks
  - A. Items Provided by Bob Burke

- 1) Original Gatehouse Security
- 2) Front Monuments along Turnpike Feeder on Spondido and Place Lake
- 3) Irrigation Pump Move to Lake Side of Santa Margarito
- 4) Sidewalk Replacements Beginning with 2017
- 5) Tree Root Blocks in 2017
- 6) Curb Swale Replacements by POA
- 7) Road Base and Surface Replacement

7. Adjournment

***Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.portofinoshorescdd.com>***