



**The Shores at Berkshire Lakes
Master Homeowner's Association, Inc.
Workshop Meeting Minutes
July 2, 2025 -6:00 pm**

Attending:

Board Members: Colleen Rinaldi, Linda Myron, Lee Kurasowicz, Bill Allen, Wade Merrick (Zoom), Kelly Flynn (Zoom)

Brian Young joined late via Zoom

Colleen called the meeting to order at 6:02 pm.

A quorum was present. The Proof of Notice was reviewed and is acceptable.

Meeting Rule:

The following rule was used for the meeting. An owner may speak for three minutes on any agenda item, no member may speak more than once until all owners wishing to speak for the first time have done so, and owners may speak only twice on a single agenda item, the second time for one and a half minutes. Only the items on the agenda will be discussed.

ACC Committee: Phil Falagres reported:

- i. 7663 BPD – Roof Replacement – ACC Recommends Approval
- ii. 7468 BPD – Window and Shutters – ACC Recommends Approval
- iii. 7763 BPD – Lanai Extension – ACC Recommends Approval
- iv. 7849 Stafford – Fence – ACC Recommends **Disapproval**
- v. 7517 Lourdes Ct. – Tree Removal – ACC Recommends Approval
- Lee motioned to approve 7663 BPD – Roof Replacement, 7468 BPD – Window and Shutters, *7763 BPD – Lanai Extension, 7517 Lourdes Ct. – Tree Removal. Wade seconded. All in favor.
 - *Based on concerns raised by the ACC after the original vote, Colleen made a **motion to reverse the approval of 7763 BPD Lanai Extension** as the MR also includes a cage and there is missing information and documentation for that portion of the request. Proof of the \$1,000 deposit for pouring concrete is also missing. Brian seconded. All in favor.
Colleen made a **motion to deny 7763 BPD Lanai Extension** due to lack of documentation and missing \$1,000 deposit. Brian seconded. All in favor.
- Lee motioned to deny 7849 Stafford – Fence. Linda seconded. All in favor. (This item was also voted on and denied at the 6/19/25 MHOA Board Meeting)

Brief Overview of Recent Concerns Related to ACC Recommendations and Agenda Protocol :

Colleen discussed the need to have ACC recommendations submitted to Belinda at Anchor 4 days prior to any scheduled Board meetings (with occasional necessary last minute additions), to allow the time necessary to review and have recommendations to the agenda.



Colleen reviewed what the process for Modification Requests (MR) should be:

- 1) MR (applications are available online) should be submitted by the homeowner directly to Anchor Associates.
- 2) Belinda at Anchor will review all applications to be sure that ALL necessary information and documents have been received.
- 3) Belinda will send the MR to the ACC once it is complete.
- 4) The ACC should meet about one week prior to scheduled Board meetings to vote on each request and send minutes via email to Belinda documenting their recommendations.
- 5) ACC recommendations will then be added to the next MHOA Board meeting agenda.

Discussion- Phil requested to see the checklist used by Anchor Assoc for MR requests to confirm that all expected documentation is being included. He would like copies of licenses sent to him even if already on file with Anchor. The ACC would like ALL documentation sent to them at once. Phil and Ron raised concerns about not receiving required deposits that are required for some MRs. They would like confirmation of receipt when deposits are required.

County permits were discussed and it was confirmed by the ACC that contractors apply for county permits after the homeowner has received ACC and Board approval.

Colleen is working on having MRs and associated documentation uploaded to the Anchor portal for the ACC and Board to access in order to streamline the process and communication.

Discussion – Architectural Guidelines Specific to Villas

AC-7: Request last sentence be changed to “For villas with doors in front of the house, screened enclosure frame colors must match *attached villas*”

Discussion included: The ACC is asked to review this guideline and then consider clarifying the wording of this guideline. Currently villa screen enclosures only have to match the neighbors on the front of their villa, but back lanai enclosures do not have to match their neighbors. A question was raised regarding villas that have side entrances, and do they need to match the neighbor’s cage or the villa’s back cage.

AC-20: Garage (coach) lights: discuss rule “Garage (coach) lights for adjacent attached villas shall reasonably match and be approved by the ACC. The shape of the lights shall be approved by the ACC.”

Discussion included: There seems to be confusion about whether MRs are always required when changing garage lights for single family homes and villas. Anchor has confirmed that they are very rarely submitted. The community currently has villas that have different color lights on their garages. The ACC is asked to review this guideline and consider whether MRs should be required (for homes and villas), and clarification of what ACC



feels “reasonably match” means, or update the guideline if they deem appropriate. Board members and owners expressed differing opinions on whether MR’s should be required, whether the guideline should be enforced retroactively for villas that do not have MR’s on file for garage lights, whether the color/shape should have to match, and what is reasonable. The ACC is asked to review the guideline for possible update.

AC-21: Paver options for driveways of villa lots A-1 thru A-39. Discuss: “All owners in a villa must consent in writing to the color of the pavers as both villas must use the same color.”

Discussion included clarification that the guideline allows one villa to change to pavers, even if the villa mate has concrete, and only the color of pavers needs to be the same if both villas have pavers.

Lee asked to confirm that AC-16: Painting of mailboxes and posts is updated to say that the MHOA is responsible for maintenance. This guideline was already updated. Colleen suggested the guideline also state that the existing original mailboxes on Meldin Ct. with numbers on top are grandfathered in, and future mailboxes cannot be changed by the homeowner.

Landscaping

Tree Removal Guidelines & Oak Tree Removal

Discussion- Oak trees within 35 feet of the crown of the road are the MHOA responsibility to remove if they are causing damage. Colleen asked that those that are causing damage to the sidewalk be tagged for removal and added to the next agenda for removal. Clarification of who’s responsibility it is to replace if necessary.

L-1: Discuss “Any plants that are removed must be replaced”

Discussion: Does every plant in a planting bed need to be replaced? The guideline states yes.

Lee asked the ACC to update this guideline to include updated language to include language that considers current state statutes that allows for vegetable gardens, but with consideration of our current guidelines for the location of planting beds.

L-5: Discuss “Along with the permission to remove the tree, the homeowner may be required to install a new acceptable tree located on his property in a location he designates and is approved by the ACC.”

Discussion: The ACC stated that it is the homeowners responsibility to replace the tree with an approved tree from the website. The guideline also states that replacement can be waived if there is a “substantial number” of acceptable trees on the property. The ACC is asked to review this, along with county guidelines, for clarification. Lee suggested that a waiver form should be created and required to be completed by the homeowner.

Villa Party Walls: Discussion regarding clarification of the rules for changing or extending party walls in the declaration and ACC guidelines.



The ACC is asked to review the current guidelines for the issues discussed. Lee has also sent the ACC suggested updated to the general section. Any proposed updates will be submitted to the board, reviewed by the attorney, and sent to the membership at least 2 weeks before being voted on by the board.

Announcements:

Hotwire Townhall will be held on July 14, 2025 12:00 pm

-Included equipment will now include 1 setbox and 2 vision plus sticks (vs. 3 boxes). The sticks can be used in other homes, which will benefit those with more than one home.

Adjournment:

Lee made a motion to adjourn the meeting at 7:43 pm, Wade seconded. All in Favor.

Respectfully submitted,
Kelly Flynn- Secretary