

**GREEN DOLPHIN COMMONS, INC
NOTICE OF BOARD OF DIRECTORS MEETING**

The next Board of Directors Meeting will be held on Thursday, October 14, 2021 at 4:00 PM in the Green Dolphin Clubhouse, 1250 S. Pinellas Ave. Tarpon Springs, Fl. 34689

AGENDA

1. CALL TO ORDER, ROLL CALL & ESTABLISH QUORUM
2. VERIFICATION OF NOTICE (SEPT 17, 2021)
3. APPROVAL OF PREVIOUS MINUTES (SEPT 07, 2021)
4. PRESIDENTS REMARKS
5. TREASURERS REPORT
6. 2022 PROPOSED BUDGET PRESENTATION
7. EXECUTIVE SECRETARY DUTIES AND RESPONSIBILITIES
8. REVISED RULES AND REGULATIONS
9. NEW BUSINESS
10. OPEN FOR COMMENTS FROM THE FLOOR
11. ADJOURNMENT (NEXT MEETING - TBD)

NOTES:

Date Posted: Sept 17, 2021

GREEN DOLPHIN COMMONS, INC.
1250 South Pinellas Ave., Tarpon Springs, FL 34689
Board of Directors Meeting
Thursday, September 7th, 2021

1. **CALL TO ORDER** at 10:56 am by President, Harry Andropoulos

ROLL CALL:

Present: Steve Ogle, Assistant to the President; Harry Andropoulos, President; Andy Yantorn, Vice President & Secretary; Walter Borisuk, Mary Withers, Joanne Flanders and Judy Swift via telephone and Marguerite Mauradian, Treasurer via zoom.

Absent: Hank Gant

2. **VERIFY NOTICE OF POSTING:** Andy Yantorn verified meeting was posted per requirements (September 3, 2021).

3. **READING OF PREVIOUS MONTH'S MINUTES:**

Minutes of May 20th, 2021 were distributed via email creating an opportunity for review so minutes were not read. Motion to approve the minutes as reported by Andy Yantorn, 2nd by Judy Swift; carried unanimously.

4. **PRESIDENT'S REMARKS:** President Andropoulos commented on the Budget meeting that was previously held and that it looked like a good sound plan for 2022.

5. **NEW BUSINESS:**

- a. Purchase of new Commercial Treadmill needing replacement at the Clubhouse gym as it does not meet safety requirements and could be a liability. Replacement cost is within the budget. Motion was made by Marguerite Mauradian to purchase a replacement treadmill, 2nd by Walter Borisuk; carried unanimously.
- b. ADT Security Contract for Clubhouse was discussed as a follow up to a previous Board meeting to secure the clubhouse after hours. Motion was made to proceed with the contract to install a security system by Marguerite Mauradian and 2nd by Andy Yantorn; carried unanimously.
- c. Advanced Aquatic pond aerators replacement was discussed. Motion was made by Judy Swift to purchase replacement aerators for the pond, 2nd by Andy Yantorn; carried unanimously.

6. **OPEN FLOOR FOR COMMENTS:**

President, Harry Andropoulos took questions from the residents in attendance.

7. ADJOURNMENT:

Judy Swift made the motion to adjourn; 2nd by Walter Borisuk; carried unanimously and the meeting adjourned at 11:18 am.

8. NEXT MEETING: October 14th, 2021 at 4pm.

Respectfully submitted by,
Carol Schwab, Green Dolphin Villas Board Secretary

GDP Commons 2022 Budget Committee Planning Meeting

August 31, 2021

09:30am

Clubhouse

Meeting called by:	Steven Ogle	Type of meeting:	Budget Committee Planning
Facilitator:	Steven Ogle	Note taker:	Steve Ogle Carol Schwab
Timekeeper:	Andy Yantorn		

Committee: Marguerite Mauradian (Chair), Steven Ogle (co-Chair), Andy Yantorn, Harry Andropoulos, Carol Schwab (on zoom), Mary Withers

Minutes

Agenda item: 2022 Budget

Meeting called to order: 09:35 am by Marguerite

Committee members were introduced.

Comments to Committee Members (Marguerite):

- It is not the responsibility of this committee to review, audit or explain variances from past financials. However, this committee will take into consideration variances from the past in order to establish baseline expenses for the future.
- It is important to note; this committee has not been tasked to act for or on behalf of the Board of Directors. There will be no motions or voting for approval of any item in the budget.
- The committee's goal is to create a budget that will continue to properly maintain the common elements and ensure capital improvements, repairs and replacements are met.
- This meeting was properly notice and only by accident there is a Quorum of Board Members present. Board members are here as owners or committee members. No Board Business will be discussed.

30-year cash flow schedule (Reserves) Presented by: Steven Ogle

Funding recommendation (\$48000.00 per yr) from the Reserves Study was discussed by Steve and noted that raising the reserves contribution to \$48000.00 was impractical however, our best efforts would be to smooth out the funding over thirty-year period. The 30-year cash flow schedule was reviewed for actual 2018/2019/2020 expenses/contributions and 2022 projected expenses/contributions based on the results of the updated reserves study in 2018 and findings from recent inspections. The following recommendations to the schedule were made:

1. Recommendation: get proposal during 2022 for road repaving and remaining life of existing pavement.
2. Storm Basin Inspection by Bay Area Environmental was performed 2020. Repairs to three underground pipes are scheduled for 2022.
3. Recommendation: provide funding for landscape enhancements for Clubhouse and Entrances \$8,412.00
4. Recommendation: replace downstairs Air Conditioner Compressor and Air Handler in 2023 \$5,500.00
5. Recommendation: reduce furnishings from \$1,800.00 to \$1,500.00 per year.
6. Recommendation: get proposal during 2022 for downstairs renovation of bathrooms, floors and sinks
7. Recommendation: replace mansard roof 2023.
8. Recommendation: add \$2,000.00 and get proposals during 2022 to move the security system (cameras, wifi, auto door lock system) from hallway closet to old poker room.

GDP Commons 2022 Budget Committee Planning Meeting

2021 Expenses review summary Presented by: Steven Ogle

1. The Committee suggested adding 4% increase for anticipated 2022 rise in goods and services based on history and current CPI trend.
2. The Committee reviewed each line-item actual expense incurred during the first six (6) months of 2021 and vendor increases for 2022 to make the following recommendations and changes to monthly expenses.
 - a. Recommendation: increase Insurance by 4% over 2021 actual to \$13,104.00
 - b. Recommendation: reduce utility Duke Energy by 6% to \$9048.00
 - c. Recommendation: increase cable by 11% to \$2683.20 to cover underfunding from 2021
 - d. Recommendation: add water and sewer charges as a new line item \$1,200.00
 - e. Recommendation: increase tree trimming 24% to cover removal of additional tree.
 - f. Recommendation: delete non-routine maintenance funding from \$8,604.00 to \$00.00
 - g. Recommendation: increase routine maintenance funding 40% from \$10,080.00 to \$16,678.00
 - h. Recommendation: add quarterly A/C service for total annual \$1,040.00
 - i. Recommendation: add annual roof inspection for total annual \$1,300.00
 - j. Recommendation: add quarterly roof drains cleaning for total annual \$1,160.00
 - k. Recommendation: add routine maintenance of pool room equipment for annual \$208.00
 - l. Recommendation: add one-time routine maintenance for pool table recover at \$624.00
 - m. Recommendation: add annual security system inspection/repair for total annual \$291.20
 - n. Recommendation: add monthly ADT security system monitoring for total annual \$611.93
 - o. Recommendation: add annual wheelchair opener inspection for total annual \$150.00
 - p. Recommendation: increase maint. supplies 67% from \$1,320.00 to \$4,056.00 for clubhouse supplies
 - q. Recommendation: delete non-routine maintenance from \$8,604.00 to \$00.00
 - r. Recommendation: increase administration 96% from \$120.00 to \$4,487.20 to cover executive secretary
 - s. Recommendation: delete management company from \$6,600.00 to \$00.00
 - t. Recommendation: delete bank fees to \$00.00
 - u. Recommendation: increase accountant fees 92% to \$2,579.20
 - v. Recommendation: keep Reserve Contribution funding at \$2,675.00 to match cash flow schedule
3. The Committee reached its goal by creating a 2022 Budget that funds all projected expenses with an increase to the association fees of 8%.

The floor was opened to all attendees for comments and questions.

Meeting adjourned 10:46 am

Minutes submitted by: Steven Ogle and Carol Schwab

Action items	Person responsible	Deadline
<ul style="list-style-type: none">• Send proposed budget package to Committee Members for review	Committee Co-Chair	Sept 03
<ul style="list-style-type: none">• Send Meeting Notice with Proposed Budget Package with minutes of meeting to Commons Board of Directors	Secretary	NLT Sept 10
<ul style="list-style-type: none">• Send proposed budget to all Commons Members, minimum 14 days prior to meeting to approve	Secretary	NLT Sept 17

Green Dolphin Commons 2022 Budget Breakdown							
Association	# of Units	Percent Ownership	Annual Assessment	2022 Monthly Assessment	2021 Monthly Assessment	Difference 2022 2021	% change
Golfview Homes	32	9%	\$ 10,706	\$ 892	\$ 822	\$ 70	8%
Villas	84	24%	\$ 28,103	\$ 2,342	\$ 2,158	\$ 184	8%
9th Fairway	96	27%	\$ 32,117	\$ 2,676	\$ 2,467	\$ 209	8%
Condonminums	144	40%	\$ 48,176	\$ 4,014	\$ 3,700	\$ 314	8%
TOTALS	356	100%	\$ 119,102	\$ 9,925	\$ 9,147	\$ 778	8%

8% INCREASE IN ASSESSMENT OVER 2021

Item	2021	2021	2022	2022	% of Change	Notes/Comments
	Monthly	Annual	Monthly	Annual		
REVENUE						
Association Assessment	\$ 6,472	\$ 77,664	\$ 7,250	\$87,002		expenses
Reserves Contribution	\$ 2,675	\$ 32,100	\$ 2,675	\$32,100		28% of total budget
Interest Income Reserves	\$ 10	\$ -	\$ -	\$0		
Revenue Budget w/o Interest	\$ 9,147	\$ 109,764	\$ 9,925	\$119,102	8%	
EXPENSES						
Commercial Insurance	\$975	\$11,700	\$1,092	\$13,104	11%	
Janitorial Service	\$650	\$7,800	\$677	\$8,121	4%	2022 contract increase
Utilities, Duke Energy	\$800	\$9,600	\$754	\$9,048	-6%	overfunded 2021
Cable /WIFI/Internet	\$200	\$2,400	\$224	\$2,683	11%	underfunded 2021 (\$228/mo)
Utilities, Water & Sewer	\$0	\$0	\$100	\$1,200	100%	new billing
Pond Maintenance	\$96	\$1,152	\$77	\$920	-25%	2022 contract increase
Grounds Maint Contract	\$1,018	\$12,216	\$1,100	\$13,200	7%	2022 contract increase
Irrigation Repairs	\$70	\$840	\$73	\$874	4%	
Tree Trimming	\$150	\$1,800	\$198	\$2,372	24%	possible tree removal
Termite/Pest/Fertilization	\$120	\$1,440	\$126	\$1,516	5%	3% increase in 2021
Routine Maint & Repairs	\$840	\$10,080	\$1,390	\$16,678	40%	consolidation all routine
Maintenance Supplies	\$110	\$1,320	\$338	\$4,056	67%	include janitorial supplies
Non-routine Maintenance	\$717	\$8,604	\$0	\$0	0%	delete
Bank Charges	\$1	\$12	\$0	\$0	0%	delete
Administrative/Office	\$10	\$120	\$374	\$4,487	97%	executive secretary \$3,000.00
Professional/Legal	\$50	\$600	\$367	\$4,400	86%	reserves study/valuation
State Corporation Fee	\$7	\$84	\$14	\$164	49%	5 year trademark renewal
accountant/Income Tax Prep	\$18	\$216	\$215	\$2,579	92%	
management fees	\$550	\$6,600	\$0	\$0	0%	delete
Fire and Safety Inspection	\$90	\$1,080	\$133	\$1,599	32%	underfunded in 2021
Reserves Contribution	\$2,675	\$32,100	\$2,675	\$32,100	0%	No change to contribution
Total Expense Budget	\$9,147	\$109,764	\$9,925	\$119,102	8%	
Interest Income Reserves	\$0	\$0	\$0	\$0	0%	
Grand Total all Items	\$9,147	\$109,764	\$9,925	\$119,102	8%	increase in association fees

Beginning Reserves Balance (from 2017)	\$ 48,402.34	Contribution 2018 - 2037				Per Unit	N/A	Per Month	\$ 2,675.00	Per Year	\$ 32,100.00	Ending Balance	\$ 658,235.77
Repairs/Renovations/ Replacement	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total		
Roads Re-Paving 25 years					need proposal				\$ 68,500.00		\$ 68,500.00		
Pond Errosion, Catch Basin and Drain Pipes 50 years	\$ 16,496.00 basin repair		\$ 3,185.00 inspect basins	\$ 43,750.00 pond errosion	\$ 30,460.00 basin repair						\$ 93,891.00		
Irigation Pump System and Aerator 25 years	\$ 24,916.00 Irrigation Sys.			\$ 7,525.00 pond fountain							\$ 32,441.00		
Shuffleboard Courts 10 years		\$ 1,008.00 Awning									\$ 1,008.00		
Tennis Court Fencing 10 years											\$ -		
Tennis Courts Resurface 40 years			\$ 14,400.00 Courts Recoat								\$ 14,400.00		
Park Entrances (So Pinellas & Meres) 10 years				\$ 2,500.00 Entrances	\$ 8,412.00 Landscaping						\$ 10,912.00		
Plantings Clubhouse & Entrances 10 years				\$ 750.00 Entrances	\$ 750.00 Clubhouse	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 5,250.00		
Park Sidewalks 65 years				\$ 2,800.00 sidewalk repair							\$ 2,800.00		
Air Conditioning 15 years						\$ 5,500.00 A/C Gym					\$ 5,500.00		
Clubhouse Reno Upstairs 10 years					\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Carpet	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 9,000.00		
Clubhouse Reno Downstairs 10 years	\$ 5,375.00 Sliding doors	\$ 250.00 Treadmill		\$ 2,769.27 treadmill	need proposal	\$ 500.00 Gym Equip	\$ 500.00 Gym Equip	\$ 500.00 Gym Equip	\$ 500.00 Gym Equip		\$ 10,394.27		
Roof Mansard 15 years						\$ 19,000.00 Mansard Roof					\$ 19,000.00		
Roof Flat Polyurethane 20 years											\$ -		
Security System 10 years	\$ 2,400.00 reserve study				\$ 2,000.00 need proposal						\$ 4,400.00		
Painting Clubhouse 12 Years	\$ 12,609.50 Paint												
Forecasted Total Probable Expense Each Year	\$ 61,796.50	\$ 1,258.00	\$ 17,585.00	\$ 60,094.27	\$ 43,122.00	\$ 27,250.00	\$ 2,750.00	\$ 2,750.00	\$ 71,250.00	\$ 2,250.00	\$ 290,105.77		
Accumilative Cash Flow Required	\$ 61,796.50	\$ 63,054.50	\$ 80,639.50	\$ 140,733.77	\$ 183,855.77	\$ 211,105.77	\$ 213,855.77	\$ 216,605.77	\$ 287,855.77	\$ 290,105.77			
Accumilative Cash Contribution to Reserves	\$ 75,513.85	\$ 102,718.90	\$ 129,337.33	\$ 161,437.33	\$ 193,537.33	\$ 225,637.33	\$ 257,737.33	\$ 289,837.33	\$ 321,937.33	\$ 354,037.33			
Running Balance	\$ 13,717.35	\$ 39,664.40	\$ 48,697.83	\$ 20,703.56	\$ 9,681.56	\$ 14,531.56	\$ 43,881.56	\$ 73,231.56	\$ 34,081.56	\$ 63,931.56			
Probable Assessments	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment			

Repairs/Renovations/ Replacement	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total
Roads Re-Paving 25 years											\$ -
Pond Errision, Catch Basin and Drain Pipes 50 years					\$ 43,250.00 Rip Rap II			\$ 43,250.00 Rip Rap III			\$ 86,500.00
Irrigation Pump System and Aerator 25 years											\$ -
Shuffleboard Courts 10 years		\$ 16,000.00 replacement									\$ 16,000.00
Tennis Court Fencing 10 years		\$ 12,880.00 Tennis Fence									\$ 12,880.00
Tennis Courts Resurface 40 years		\$ 47,040.00 Resurface									\$ 47,040.00
Park Entrances (So Pinellas & Meres) 10 years					\$ 10,000.00 Pinellas/Meres						\$ 10,000.00
Plantings Clubhouse & Entrances 10 years	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 7,500.00
Park Sidewalks 65 years										\$ 24,000.00 Sidewalks	\$ 24,000.00
Air Conditioning 15 years					\$ 14,600.00 HVAC						\$ 14,600.00
Clubhouse Reno Upstairs 10 years	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 15,000.00
Clubhouse Reno Downstairs 10 years											\$ -
Roof Mansard 15 years											\$ -
Roof Flat Polyurethane 20 years					\$ 43,000.00 Flat Roof						\$ 43,000.00
Security System 10 years	\$ 6,700.00 New System		\$ 10,000.00 Wheelchair								\$ 16,700.00
Painting Clubhouse 12 Years			\$ 8,000.00 Paint								\$ 8,000.00
Forecasted Total Probable Expense Each Year	\$ 8,950.00	\$ 78,170.00	\$ 20,250.00	\$ 2,250.00	\$ 113,100.00	\$ 2,250.00	\$ 2,250.00	\$ 45,500.00	\$ 2,250.00	\$ 26,250.00	\$ 301,220.00
Accumilative Cash Flow Required	\$ 299,055.77	\$ 377,225.77	\$ 397,475.77	\$ 399,725.77	\$ 512,825.77	\$ 515,075.77	\$ 517,325.77	\$ 562,825.77	\$ 565,075.77	\$ 591,325.77	
Accumilative Cash Contribution to Reserves	\$ 386,137.33	\$ 418,237.33	\$ 450,337.33	\$ 482,437.33	\$ 514,537.33	\$ 546,637.33	\$ 578,737.33	\$ 610,837.33	\$ 642,937.33	\$ 675,037.33	
Running Balance	\$ 87,081.56	\$ 41,011.56	\$ 52,861.56	\$ 82,711.56	\$ 1,711.56	\$ 31,561.56	\$ 61,411.56	\$ 48,011.56	\$ 77,861.56	\$ 83,711.56	
Probable Assessments	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	

Repairs/Renovations/ Replacement	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Total
Roads Re-Paving 25 years											\$ -
Pond Errosion, Catch Basin and Drain Pipes 50 years								\$ 26,000.00 Rip Rap			\$ 26,000.00
Irigation Pump System and Aerator 25 years											\$ -
Shuffleboard Courts 10 years		\$ 16,000.00 replacement									\$ 16,000.00
Tennis Court Fencing 10 years											\$ -
Tennis Courts Resurface 40 years		\$ 47,040.00 Resurface									\$ 47,040.00
Park Entrances (So Pinellas & Meres) 10 years					\$ 10,000.00 Pinellas/Meres						\$ 10,000.00
Plantings Clubhouse & Entrances 10 years	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 750.00 Pinellas/Meres	\$ 750.00 Clubhouse	\$ 7,500.00
Park Sidewalks 65 years										\$ 24,000.00 Sidewalks	\$ 24,000.00
Air Conditioning 15 years					\$ 14,600.00 HVAC						\$ 14,600.00
Clubhouse Reno Upstairs 10 years	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 1,500.00 Furnishings	\$ 15,000.00
Clubhouse Reno Downstairs 10 years											\$ -
Roof Mansard 15 years											\$ -
Roof Flat Polyurethane 20 years					\$ 43,000.00 Flat Roof						\$ 43,000.00
Security System 10 years	\$ 6,700.00 New System		\$ 10,000.00 Wheelchair								\$ 16,700.00
Painting Clubhouse 12 Years			\$ 8,000.00 Paint								\$ 8,000.00
12 Years	\$ 8,950.00	\$ 65,290.00	\$ 20,250.00	\$ 2,250.00	\$ 69,850.00	\$ 2,250.00	\$ 2,250.00	\$ 28,250.00	\$ 2,250.00	\$ 26,250.00	\$ 227,840.00
Forecasted Total Probable Expense Each Year	\$ 35,200.00	\$ 100,490.00	\$ 120,740.00	\$ 122,990.00	\$ 192,840.00	\$ 195,090.00	\$ 197,340.00	\$ 225,590.00	\$ 227,840.00	\$ 254,090.00	
Accumilative Cash Flow Required	\$ 623,425.77	\$ 655,525.77	\$ 687,625.77	\$ 719,725.77	\$ 751,825.77	\$ 783,925.77	\$ 816,025.77	\$ 848,125.77	\$ 880,225.77	\$ 912,325.77	
Accumilative Cash Contribution to Reserves	\$ 588,225.77	\$ 555,035.77	\$ 566,885.77	\$ 596,735.77	\$ 558,985.77	\$ 588,835.77	\$ 618,685.77	\$ 622,535.77	\$ 652,385.77	\$ 658,235.77	
Running Balance	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	No Assessment	

GREEN DOLPHIN COMMONS, INC.

Executive Secretary Duties and Responsibilities

This position is not to be confused with the Board of Directors Secretary which is a volunteer position. The Executive Secretary will accomplish task normally performed by a property manager. Should the Board of Directors choose to hire a property Manager in lieu of being self-managed, then, this position would not be needed and the approved budget funding for this position would go towards paying for the Property Manager. The Executive Secretary must have good computer and communication skills, be proficient in Microsoft Office and Adobe Software. The Executive Secretary reports to the Board of Directors.

Duties and responsibilities:

1. Weekly

- a. Check mail at Post Office.
- b. Process association payments received (scan, bank deposit, & file).
- c. Process invoices for payment (scan, budget code, payment, & file).
- d. Manage clubhouse reservations, association meeting request & social club events.
- e. Receive and respond to calls & emails from residents concerning maintenance issues
- f. Contact Maintenance Committee when necessary to handle unscheduled maintenance

2. Monthly

- a. Download Bank Statements and send to the Treasurer and accountant for financial reporting
- b. Review vendors list and coordinate with the Treasurer and Maintenance, or Oversight Committee ensure maintenance events are planned.
- c. Maintain and update the Commons directory as required and send to all the members of the commons
- d. Maintain a monthly calendar of events and communicate (email) to the members and post at the clubhouse bulletin board.
- e. Maintain, update as needed the vendors list and send (email) to the Board of Directors
- f. Coordinate with the Treasurer to distribute (email) financial reports to the Board of Directors.
- g. Create and email all Commons Board of Directors meeting notices and packages
- h. Administrate Zoom Meetings (as required) set up meeting documents on the large screen TV and take minutes at Board Meetings.

3. Annually

- a. Set up new Files for the fiscal year (January through December)
- b. Bring together previous years files and place in storage cabinet.
- c. Create Annual General Membership Meeting (AGM) notice, agenda and proxies' and email to all members
- d. Collect and tabulate proxies for final vote during the AGM and take minutes
- e. Renew Corporate Report following the AGM, email to all members and file the report
- f. Coordinate with all associations to revise the Commons Members Directory based on the results of all associations AGM Meetings.
- g. Review the vendors list for required maintenance, coordinate with the Treasurer and Maintenance or Oversight Committee to ensure maintenance is setup and performed
- h. Deliver the Annual Financial Report to all members NLT than April 01.

THE GREEN DOLPHIN COMMONS, INC.
RULES AND REGULATIONS
FOR
OWNERS, LESSEES AND GUESTS

The purpose of these rules and regulations is to help establish and maintain a congenial non-transitory residential community. Compliance with the rules and regulations, therefore, is essential to assure pleasant and harmonious enjoyment for all residents and their guests.

These rules and regulations are based on and are supplementary to:

1. The Declaration of Condominium.
2. The Articles of Incorporation.
3. The Condominium By-Laws.

By purchasing a unit in the GREEN DOLPHIN PARK CONDOMINIUM COMPLEX the owners receive a copy of the above documents and obligates, themselves, and/or their guests, their tenants, and/or their tenants guests to abide by all the rules and regulations as stated in these documents, and such rules and regulations as are adopted from time to time by the Board of Directors of THE GREEN DOLPHIN COMMONS, INC. Each owner, in turn is obligated to turn over a copy of these documents to the new owner upon the sale of the unit.

Many of these rules concern personal safety, sanitation and the preservation of property. Enforcement of all rules and regulations will be carried out by the Board of Directors, or any agency, or individual designated, to perform this function, by the Board of Directors. For your own well-being and to avoid the possibility of embarrassment to yourself and others, it is requested that you read these rules and regulations and become acquainted with them. The need for your close cooperation in following the rules and regulations and helping to see that all others abide by them should be evident.

It is highly desirable for all unit owners to review, from time to time, the above mentioned Declaration of Condominium, The Condominium By-Laws, and the Articles of Incorporation. As well as your own Condominium Association Rules and Regulations.

I. GENERAL RULES

- A. Each owner shall be liable to repair, clean or replace any damage to the common elements and the property that they might cause. This responsibility includes damage caused by the owner's family or guests, and lessee, lessee's family or guests.
- B. Any alterations or change to the landscaped areas must have prior approval from the Board of Directors.
- C. Playing or tampering with equipment and/or mechanical devices in, on or about the common property is not permitted.
- D. The driving speed within the confines of the Green Dolphin Condominium properties is FIFTEEN (15) miles per hour.
- E. Owners are asked to immediately contact a Commons Board Member and/or The Management Company in case of any emergency affecting the Common Areas, or when they have called the Fire Rescue, Police, etc. for assistance in any Common Areas.
- F. Only Board authorized persons, maintenance and repair personnel are permitted on the Clubhouse roof.
- G. No solicitations for any cause, charity or other purpose, is permitted within the Condominium Properties, without Prior approval of the Commons Board of Directors.
- H. No Football, soccer, baseball, etc., is permitted to be played, on any properties, within the Commons Board of Directors.
- I. Common Property furniture and equipment may not be removed from designated areas, without prior permission from the Commons Board of Directors.
- J. It is the responsibility of the owners to inform guests of the rules and regulations governing the use of the Common Areas.
- K. No owner may display or cause to be displayed any sign from any Common Areas.

II. THE CLUBHOUSE

- A. The premises shall be available for use, subject to these rules, by owner/lessees and /or guests IN RESIDENCE. Persons under 18 YEARS of age shall be permitted to use the premises only when accompanied, at all times, by an adult owner, lessee or guest in residence. Persons using this facility are at all times responsible for it's clean and neat appearance.
- B. It is intended that the premises be principally used for activities and events sponsored by the Unit Owners and Member Associations, for the attendance and benefit of owners, lessees, and guests in residence. A schedule of all such activities and events will be reported in monthly newsletters by each Member Association. Dates for any activities or event not regularly scheduled should be obtained from the Management Office at least FOUR (4) weeks in advance of the event if possible in order to avoid any conflict.
- C. CLUBHOUSE RENTAL: Owners and lessees may use the premises for Private Affairs between the hours of 9:00 a.m. through 10:00 p.m., providing that said affairs are of a nature that an owner or lessee would have hosted it in their home. Rental is of the MAIN HALL AND REST ROOMS ONLY and no one is permitted to use any other part of the clubhouse. Prior approval for any such affair must be obtained from the Management Office and the event scheduled at least FOUR (4) weeks in advance of the event. A deposit of ONE HUNDRED DOLLARS (\$100.00) plus a non-refundable surcharge of FIFTY DOLLARS (\$50.00) must be made with the request. The ONE HUNDRED DOLLAR (\$100.00) deposit will be returned no more than SEVEN (7) days after the date of the rental providing that the premises are left in the original (or better) condition. Anyone using any portion of the Clubhouse except the main hall and rest rooms may be subject to losing their ONE HUNDRED DOLLAR (\$100.00) deposit. This surcharge is placed in general revenue to help defray the cost of the utilities.
- D. Normal hours of operation are 9:00 a.m. through 11:00 p.m.
- E. The residence SWAP LIBRARY is operated by resident volunteers for resident benefit. Please do not remove material for longer than TWO (2) weeks at a time. This area must be kept clean and well organized.

III. TENNIS and SHUFFLEBOARD COURTS

The Courts shall be available for use, subject to these rules by owners, lessees and guests in residence. Persons under the age of 14 must be accompanied by an adult owner, lessee or guest in residence. Persons using the courts are at all times responsible for it's clean and neat appearance.

A. Using the Tennis Courts.

1. Access to the tennis court can be gained using the key that accesses the clubhouse.
2. Only tennis shoes or rubber soled shoes may be worn on the courts.
3. Shirts and blouses must be worn at all times.
4. If players are waiting, the time limit shall be THREE (3) set maximum.
5. No roller skating, skate boarding, or roller blading is permitted.
6. Court hours are 7:00 a.m. until dusk weekdays and 8:00 a.m. until dusk on weekends.
7. When one leaves the Tennis Court they are responsible to see that the gate has been properly locked.

B. Using the Shuffleboard Courts.

1. Access to the que's and other court equipment storage room, can be gained using the key that accesses the tennis courts and the clubhouse.
2. When one leaves the courts they are responsible to see that the equipment has been returned to the storage room and that the room has been properly locked.

IV. PETS

- A. No Pets may exceed the weight of TWENTY FOUR (24) pounds as provided in each associations Declaration of Condominium.
- B. Pets are not allowed in the Clubhouse, on the Tennis Courts, or on the Shuffleboard Courts.
- C. Owners are responsible for any damage or mess created by their pets. Pet owners shall clean up all dog, or other Pet dropping's.
- D. The four member condominium associations may have more extensive rules and regulations regarding Pets.

V. VEHICLES and COMMON PROPERTIES

A. Bicycles

1. Bicycles are to be stored in areas designated by the owners Condominium Association.
2. Bicycles are not to be stored on any Commons areas.

B. Motor Vehicles

1. Parking

- a. NO PARKING is permitted on the SIDEWALKS, on the STREETS or any part of the LAWN.
- b. NO OVERNIGHT PARKING is permitted in the spaces provided in front of the Clubhouse without prior approval and a OVERNIGHT PARKING PERMIT.
- c. An OVERNIGHT PARKING PERMIT for spaces in front of the Clubhouse, if necessary, can be obtained from your associations Management Company. This permit can be issued for a maximum of only two (2) weeks.
- d. An OVERNIGHT PARKING PERMIT will not be available for recreation vehicles, including but not limited to Motor Homes, trailers, boats, campers, and motorcycles. Neither will blatantly commercial vehicles, including but not limited to pickups, vans, with commercial lettering, and/or exposed equipment.

RULES AND REGULATIONS

Revised October 14, 2021

Clubhouse

Occupancy of the clubhouse is regulated by the Tarpon Springs Fire Marshal and an occupancy notice is posted in the clubhouse. The clubhouse shall be available for use, subject to these rules, by owner/lessees and /or guests in residence. Persons using the clubhouse are always responsible for the clean and neat appearance.

- A. All users of the clubhouse shall abide by the occupancy notice.
- B. Persons under 18 years of age shall be permitted to use the premises only when accompanied, by an adult owner, lessee, or guest in residence.
- C. The clubhouse shall be used for activities and events sponsored by Unit Owners and Member Associations, for the benefit of owners, lessees, and guests in residence. No political or public events are allowed, art and craft sales, yard sales and estate sales are not allowed without board approval.
- D. Normal hours of operation are 6:00 a.m. to 11:00 p.m.
- E. There is no smoking (including e cigarettes) allowed anywhere in the clubhouse or on the back deck.
- F. Pets are not allowed in the clubhouse at any time.
- G. Alcohol is not allowed to be consumed in the clubhouse without a special events insurance policy in place.

Tennis and Shuffleboard Courts

The courts shall be available for use, subject to these rules by owners, lessees and guests in residence from 07:00 to Dusk. Persons under the age of 18 must be accompanied by an adult owner, lessee or guest in residence. Persons using the courts are always responsible for its clean and neat appearance.

- A. Only tennis shoes or rubber soled shoes may be worn on the courts.
- B. Appropriate attire must be always worn.
- C. If players are waiting, the time limit shall be three (3) set maximum.
- D. No bicycling, roller skating, skate boarding, or roller blading is permitted.
- E. Pets must be always on a leash and are not allowed to run free on the tennis courts.
- F. Shuffleboard equipment must be returned to the storage cabinet after use.

Vehicles

Motor vehicles, bicycles and recreational equipment are not allowed to be stored overnight anywhere on the Commons property or at the clubhouse.

- A. Speed limit in the Green Dolphin Park is 15 MPH
- B. Parking is not permitted on the sidewalks, on the streets or any part of the lawn.

Green Dolphin Clubhouse Reservation Request

1. Owners or lessees may reserve the clubhouse for private events and must be in attendance for the duration of the event.
2. All events must be of a nature that could be hosted in your own home.
3. The clubhouse is available for use between 8:00 a.m. and 11:00 p.m.
4. All vehicles must be parked in appropriate, marked parking spots. There is no parking allowed on the grass, street, or sidewalks. Parking is restricted in all other areas unless you have permission from an owner.
5. The air conditioner temperature is pre-set at 78°. Please return it to 78° when you leave.
6. All decorations put up must be without putting holes in the walls or wood trim.
7. You are responsible to leave the building in as good or better condition than you found it.
8. All trash must be taken out and disposed of.
9. A deposit of two hundred and fifty dollars (\$250.00) payable to Green Dolphin Commons must be presented with this request. Your deposit will be returned after the event, providing all the above provisions are met and the premises passes an inspection.
10. Ensure all lights are turned off and all sliding doors locked when you leave.
11. There is no smoking (including e cigarettes) allowed anywhere in the clubhouse.
12. There are no pets allowed in the clubhouse at any time.
13. Occupancy limits set by the Fire Marshal are posted in the clubhouse and must be always adhered to.
14. Rules and regulations for the Green Dolphin Commons is posted in the clubhouse.
15. In case of an emergency call 911

Green Dolphin Clubhouse Reservation Request

Date: _____ Name: _____

Phone # _____ Unit # _____ email: _____

Date Of Event _____ Time: From: _____ To: _____

Deposit: \$250.00 Ck# _____

Type Of Event _____ # Of Guests _____

Notice:

1. By order of the Fire Marshal: cooking is not allowed anywhere in the clubhouse.
2. All events must be for personal use no public or political events are allowed.
3. If the event is to be catered and the caterer's personnel are on the premises, a copy of the caterer's Certificate of Insurance must be included at least 10 days prior to the event with this request.
4. If alcohol will be served or present; the owner must obtain a Special Events insurance policy, naming the Green Dolphin Commons as an additional insured. A copy of the policy must be included at least 10 days prior to the event with this request. Insurance policy can be obtained at <https://www.theeventhelper.com/>

Will your event include: a cater? Yes No alcohol? yes No

I have read the rules and agree to these terms for reserving the clubhouse.

Signature _____

Approval: Date: _____ By: _____