

# PENINSULA MASTER ASSOCIATION, INC.

Office Address: 10 Peninsula Blvd., Gulf Shores, AL 36542  
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Service Agent, CMA: Susan.Anderson@CMAcommunities.com, 251-901-1225

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APPROVED ONLINE BY KEN LEE, 13 JULY; TOM HULGAN, 14 JULY; AND BRIAN BRANDT 15 JULY 2024

## MINUTES OF THE PENINSULA MASTER ASSOCIATION BOARD MEETING FOR WED. 10 JULY 2024, 3:00 PM AT THE CLUB HOUSE PAGE 1 of 5

### I. Meeting was called to Order at 3:02 pm by Ken Lee

#### ATTENDEES:

Board Members present: Ken Lee Brian Brandt Lyle Brown Terry Corley Tom Hulgan

Master Association Members present:

Baywalk, Steve Gregg	Boulevard, Paul Hagen	Haven, Wiley Russell
Lakes, Tom Davis	Links, Terry Markel	LGV, Mary Ann Pflueger
Preserve, Joe Lapinsky	RacquetClub, Tracy Marmolejo for Jonathan Bond	Retreat, Ron Hill

Community Management Associates (CMA): Susan Anderson

Others present: Scott Hamre, Blvd. Michael Hudson, Preserve Jane Lee, Lakes  
Philip Paulk, Lakes Dan Sheffer, Racquet Club Debby Sheppard, Retreat  
Robert Weber, Lakes

### II. ARC Appeals (Executive Session): None

### III. Peninsula Committee Reports & Updates:

#### 1. Architectural Review (ARC)

Ron Hill, president of Retreat asked the status of ARC review at 517 Retreat (it was approved).

#### 2. Events

Debbie Sheppard discussed the Art show to be held at the Sales Office 27 & 28 Sept. 2024.

#### 3. Pier

Philip Paulk discussed recent repairs to the Cabana pier and asked to spend an estimated \$750.00 to move the stairs. Ken Lee gave him permission to investigate further.

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## 4. Roadways and Drains

Scott Hamre discussed a report by the committee that recommends repaving the entire 6.4 miles of Master Association roads within The Peninsula in 2027, followed by the Road reserve being self-funding by investment interest until the next repaving is required.

## 5. Covenants Committee

The developers' bylaws require notice by U.S. Mail to the presidents and Board for all meetings (including the meeting to approve new Covenants and Bylaws). Officers signed the attached waiver which was circulated at this 10 July meeting, to allow the secretary to send out meeting notices via email (the last two officers signed the waiver on 12 July). The process necessary to approve the 2024 Master Declaration and 2024 Bylaws is attached to these minutes.

As of 09 July, the Covenants Committee approved adding subjects to the 2024 Bylaws. Lyle Brown to review for text structure.

Ken Lee discussed the time line, noting the 2024 Bylaws are in the process of completion and will require attorney's review yet. He believes the documents can be approved by the presidents by the end of August.

**[In Executive Session 12 July, the presidents approved adding subjects to the 2024 Master Declaration. Lyle Brown to work on the text.]**

## IV. **Prior Board Minutes approved online**

08 May 2024 meeting.

04 June 2024, meeting with Philip V. Harris [re: Villas].

**V. Review Financials:** Terry Corley noted that the Road reserve is now close to one million dollars.

## VI. **Old Business**

### 1. Board of Directors, 27 April 2024, truck damage to exit gate at Main Guard.

Board Directors immediately fixed the gate, and subrogated the trucker's insurance company, Liberty Mutual. Ken Lee, Lyle Brown, Brian Brandt and Terry Corley concurred 29 May with signing off on the Liberty Mutual payment so long as it was for the full \$4694.78 of our costs. Done.

### 2. Board of Directors:

Main Gate House toilet bowl cracked and was replaced.

### 4. Board of Directors, Potholes opening up:

20 May 2024, Ken Lee to have Steiner Services fill various potholes. Brian Brandt and Lyle Brown concurred 20 May. Steiner bid \$4300.00. Ken Lee, Lyle Brown and Brian Brandt concurred on 05 June with price and to have Steiner proceed with the work. This work has not been done yet.

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5. "Valuation" on the guard houses is needed so that the Guard Houses are properly insured: Susan Anderson has found FITZGERALD VALUATION SERVICES, LLC, who would do the valuation for \$575.00. Moved by Ken Lee and seconded by Lyle Brown to authorize Fitzgerald Valuation Services to proceed with the valuations on the guard houses. Passed 5 to 0.
6. Adding a proper roof on the east side of the main guardhouse: Ken Lee to seek bids to obtain a full roof to protect the guards when checking in visitors in inclement weather. Ken Lee waiting on bids.
7. Repair of front entrance lighting system: 18 -20 tree lights along front entrance with 8 needing repair. Control box needed replacement, and some other items. As only one bid of \$4310.00 was received from Osborn & Son Electric LLC, the Board concurred with Ken Lee to give the work to Osborn. Workmen on-site 22 May 2024: Replaced 17 yoke mounts and 17 yard stakes, LED 100W equal weather rated fixtures, mount junction stakes at fixtures. Add daylight savings clock to replace old one. Completed on 22 May 2024. \$4,315.00. The lights are left on all night as a result of advice of 5 presidents.
8. Board of Directors, door closer on the Main Guard House, high usage side:  
Tues. 14 May 2024 closer broke due to a wind gust. Per James, the lead Guard (on duty then), the closer for the entrance side door has broken before. Lyle Brown obtained a replacement commercial door closer from Paris Ace Hardware for \$82.49. Thai, Anthony Vaughn's handyman, using Lyle's tools and ladder, installed the new closer gratis per Anthony Vaughn. Damaged upper hinge on same door fixed later by Thai.
9. Board of Directors, re: gate remotes warranty:  
Mr. White, A104 Racquet Club, asked Susan Anderson, on or about 31 May, 2024, for a new remote, claiming it never worked. He purchased his remote on March 2023. Upon installing the new gate system, the Board decided that an owner had 6 months from date of purchase to exchange a defective remote, therefore Susan declined the request until she could consult with the Board. Ken Lee, Brian Brandt, Lyle Brown and Terry Corley concurred with the Board policy. Paperwork changed from 12 months to six months as per policy.
10. Board of Directors, Main gate, 02 June 2024:  
Discussion by Board members to relieve wear on outbound gates and allow for bikes and some motorcycles that don't trip the gates, by leaving the outbound gates up all day while the guards are on duty, as suggested by Tom Davis and others previously. Ken Lee & Brian Brandt in favor. Lyle Brown agreed but suggested a trial period to test for disadvantages. This was implemented and is ongoing.

## **VII. New Business**

1. Discussion of short term rentals. Master Association cannot regulate short term rentals as it would violate the Alabama Condominiums Act.
2. Discussion of general rental procedures. The guards do not give out rental codes. Consensus of the Board of Directors to allow gate guards to wave properly stickered vehicles through without the guard needing to exit the guard building.

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3. Discussion of pier condition & tree cleanup on way to pier. Not discussed.

4. Discussion on condition & functioning of the gate system, by Ken Lee.

A. High maintenance required on gates.

Often not opening or closing: Ken Lee found one of the problems to be a power strip in a gate “tower” had tripped off. This was concluded to be poor workmanship by the gate supplier, who was actually rated the higher of the two bidders available at the time of gate bids.

Failure to open for emergency vehicles (sirens): Per Ken Lee, the gate vender is to replace the YELP system with superior equipment, which was available when the gates were bid (the cheaper, less effective system was originally installed).

Damage to Main Gates. Noted that keeping exit gate arms up during the day at the main guard house may be lessening the likelihood of damage.

B. Install Bollards (steel pipes containing concrete) at strategic locations to protect Main Gate motors, & etc.? Lyle Brown noted the \$1400 (before tax) per pallet of 5 bollards and that a contractor with heavy duty equipment would be needed to install Bollards. No gate damage since the exit gates have been up during the day.

C. Need to trim tree limbs overhanging the Main Gates and entrance/exit way for 18 wheelers. 15 June, Lyle Brown asked Arrowhead, Paradise Palms and Gary’s Tree services to bid on work. Gary’s Tree SVC bid \$1395. Waiting on additional bids.

5. Discussion of metal roofs (full roofs vs. “decorative” metal roofs on porches and small areas): Villas plans metal roofs and many more metal roofs are being installed in new home construction elsewhere. Some persons present noted the strength of metal roofs and they reflect heat away. No specific instruction given to ARC.

6. Request by Johnathan Bond (Racquet Club) asking Roads Reserve to pay for paving condo parking lots: Ken Lee provided photos with property lines shown thereon, indicating the condo parking lots were within the condo property lines and house driveways were within house lot lines. This reinforced the Board of Directors opinion that Road Reserves not be used to pave condo parking lots, just as they are not used to pave house driveways. Ken Lee suggested the condos set up reserve funds for repaving parking lots.

7. Buy and install sign: “NO SOLICITING WITHIN THE PENINSULA”, by Tom Davis.: Modern Signs sent Lyle Brown a bid of \$275.00 for a white sign, 24” Hi x 18” W, black letters “NO SOLICITING WITHIN THE PENINSULA”, and installed in front of the main guard house on a white PVC post with cap. Ken Lee suggested the sign be mounted on the guard house post between the inner and outer in-gates just below existing sign. Lyle Brown to rework bids.

Move sign at East Gate deceleration lane to improve its visibility and effectiveness, by Lyle Brown. Not discussed.

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8. Ron Hill, president of the Retreat asked question about liability for damaged, rotten and/or falling trees. Clarification of the issue as known to persons attending was discussed.

**VIII. Next Meeting is at 3:00 pm, 11 Sept. 2024 in the Club House.**

**IX. Adjournment by Ken Lee at 3:54 pm.**

By Lyle Brown, PMA Board secretary, 11-13 July 2024

**PLEASE SEE ATTACHMENTS FOLLOWING.**

# PMA SIGN-IN SHEET

FOR MEETING OF WED. 10 JULY 2024, 3:00 PM AT THE CLUB HOUSE

BOARD OF DIRECTORS AND PRESIDENTS:

<p>Ken Lee _____</p> <p>Lyle Brown _____</p> <p>Tom Hulgán _____</p> <p>Bvd., Paul Hagen _____</p> <p>Lakes, Tom Davis _____</p> <p>LVG, Mary Ann Pflueger _____</p> <p>RacquetClub, Jonathan Bond _____</p> <p>CMA, Susan Anderson _____</p>	<p>Brian Brandt _____</p> <p>Terry Corley _____</p> <p>Baywalk, Steve Gregg _____</p> <p>Haven, Wiley Russell _____</p> <p>Links, Terry Markel _____</p> <p>Preserve Joe Lapinsky _____</p> <p>Retreat, Ron Hill _____</p>
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Owners in good standing may attend meetings of the Master Board, but not EXECUTIVE SESSIONS (such as for pending or ongoing litigation). To speak, an owner must ask permission via their COA/HOA president or a Master Board member. The Master Board president may limit the time anyone speaks.

PLEASE NOTE ANY COMMITTEE POSITION

NAME (PRINT PLEASE)	YOUR COA/HOA (PRINT PLEASE)
Michael HUDSON	PRESERVE
SCOTT HAMRE	BOULEVARDS
Robert Weber	LAKES
Delbry Sheppard	Retreat
<del>Tom Hulgán</del>	<del>MASTER</del>
Jane Lee	LAKES
Don Steffe	
Philip Paulk	

Peninsula Roads Committee report to Peninsula Master Board July 10, 2024

History of Roads committee

October, 2019, Peninsula Honours Properties had a Geotechnical Testing Review completed. Findings were:

6.4 miles of roadway within Peninsula, Noted cracking of surface at multiple locations  
Recommended that cracks be sealed, which was completed  
Indicated an addition 10 years of "serviceable time" could be expected.

October 2021, another roadway analysis was completed, at the request of Master Board (previous version).

Findings were basically the same as previous report.

December 2021 New Master Board was elected and Roads committee was formed to review options and budget allocation for Roadway Reserve.

2022 Roadway Reserve was \$30,000 total budget allocation

In 2022 an assessment was created to build the Roadway Reserve to cover the cost of repaving the 6.4 miles of roads. By July 2023, there was \$577,000 in Roadway Reserve.

In 2023 and 2024 the Roads Committee has met monthly to research, to discuss and plan various solutions to resurface our roads. A number of options have been presented, as well as a number of paving companies approved by both Gulf Shores and Alabama DOT have been contacted and estimates, suggestions and courses of action were presented.

Some of the options included:

Repaving 2 miles at a time, over a 4 year period –	Spreadsheet attached
Sealing all cracks and repairing all potholes -	Estimate attached
Wait until 2027 then complete all 6.4 miles of roads -	Spreadsheet attached
Wait until 2029 then complete all 6.4 miles of roads -	Spreadsheet attached

The Roads Committee recommendation:

We believe the best solution is to wait until there is enough money in the Reserve to pay for the entire project (2027) and complete all the repaving at one time, and have money left in reserve for unplanned expenses.

Current cost for one mile of paving is approximately \$200,000 per mile, which would total \$1,300,000. We would be able to complete this in early 2027.

The Board would also be able to let members know that after 2027 the allocation would no longer need to be collected and would cease.

As of 05-15-2024  
ROADWAY RESERVE SUMMARY

	2024	2025	2026	2027	2028	2029	2030	Totals
Beginning Balance		\$811,748	\$1,143,218	\$1,088,467	\$1,376,467	\$1,291,046	\$1,579,046	\$1,163,807
Interest on Balances @ 4%		\$43,970	\$57,249	\$55,059	\$66,579	\$64,762	\$64,762	\$46,552
Planned Contribution		\$288,000	\$288,000	\$288,000	\$288,000	\$288,000	\$0	\$0
Total		\$1,143,218	\$1,488,467	\$1,376,467	\$1,731,046	\$1,579,046	\$1,643,808	\$1,210,359
Planned Expenditures								
Storm Sewer								
Road Paving		\$0	-\$400,000	\$0	-\$440,000	\$0	-\$480,000	\$0
Ending Balance		\$1,143,218	\$1,088,467	\$1,376,467	\$1,291,046	\$1,579,046	\$1,163,807	\$1,210,359

No Work in 2024      No Work      No Work

Drains, Roads and Curbs

2025      current quote of \$200,000 per mile

Stop collecting the road fund HOA Fee after 2028

After 2029 - the fund is self funded and self sustaining for any and all future work.

2025      Repave worst 2 miles

2027      Repave 2 more miles plus 10% price increase

2029      Repave 2 more miles plus 10% price increase

This is based on only 4% return which could be increased easily to 5.25%

<http://www.itsyourownasphalt.com>

AMERICAN ASPHALT, INC  
P.O. BOX 909  
MAGNOLIA SPRINGS, AL  
36555

**ESTIMATE**

Date	Estimate #
5/28/2024	BC10352

Name / Address
PENINSULA HOME OWNERS 20 PRESERVE COURT GULF SHORES AL. 36542 MICHAEL HUDSON 318-464-9824

		Project	Terms	
Item	Description	Qty	Cost	Total
Mobilization	MOBILIZATION (ONE TIME )	1	\$00.00	800.00
CRACK SEAL	THOROUGHLY CLEAN OUT MAJOR CRACKS AND SEAL WITH A HOT POUR CRACK FILLER. (per day) IN ONE DAY WE COVER A LOT OF GROUND. IF SOMETHING MECHANICAL HAPPENS, THE CLOCK STOPS. I DONT THINK IT WILL TAKE MORE THAN TWO DAYS.	2	3,500.00	7,000.00
ASPHALT RE...	MILL OR SAW CUT, REMOVE, AND HAUL OFF OLD ASPHALT. COMPACT SUB-BASE AND REPAIR AREA WITH HOT MIX 4-29 ASPHALT AND COMPACT.	75	65.00	4,875.00
<b>Total</b>				\$12,675.00

Customer Signature \_\_\_\_\_

Phone #	Fax #
251-209-3156	

As of 05-19-2024

ROADWAY RESERVE SUMMARY

	2024	2025	2026	2027	2028	2029	2030	Totals
Beginning Balance		\$811,248	\$1,143,218	\$1,488,467	\$1,847,526	\$2,220,947	\$2,508,947	\$1,309,305
Interest on Balances @ 4%		\$43,970	\$57,249	\$71,059	\$85,421	\$100,358	\$100,358	\$52,372
Planned Contribution		\$288,000	\$288,000	\$288,000	\$288,000	\$288,000	\$0	\$0
Total		\$1,143,218	\$1,488,467	\$1,776,467	\$2,220,947	\$2,508,947	\$2,609,305	\$1,361,677
Planned Expenditures								
Storm Sewer								
Road Paving		\$0	\$0	\$0	\$0	\$0	-\$1,300,000	
Ending Balance		\$1,143,218	\$1,488,467	\$1,847,526	\$2,220,947	\$2,508,947	\$1,309,305	\$1,361,677

No Work No Work No Work No Work

Drains, Roads and Curbs

2029 \$1,300,000 is current quote plus a 10% increase factored in

2025

Minor crack filling and pothole fixing  
2 Quotes coming

2029

Mill and repave entire 6.1 miles of roads  
This way entire development is the same

2028

Stop collecting the HOA Road Fees

Notice that in 2029 the ending balance is more than the fund started off with. In 2024 and 100% of the roads are new. And for the future, the fund is self funded and self sustaining

This is based on only 4% return which could be increased easily if funds are not going to be used for 4+ years

Another 1.25% to 5.25% would earn enough to pay for the crack filling and pothole fixing costs

As of 05-19-2024

ROADWAY RESERVE SUMMARY

	2024	2025	2026	2027	2028	2029	2030	Totals
Beginning Balance		\$811,248	\$1,143,218	\$1,488,467	\$1,847,526	\$920,947	\$957,785	\$996,096
Interest on Balances @ 4%		\$43,970	\$57,249	\$71,059	\$85,421	\$36,838	\$38,311	\$59,844
Planned Contribution		\$288,000	\$288,000	\$288,000	\$288,000			
Total		\$1,143,218	\$1,488,467	\$2,220,947	\$957,785			
Planned Expenditures								
Storm Sewer								
Road Paving		\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$0
Ending Balance	No Work in 2024	\$1,143,218	\$1,488,467	\$920,947	\$957,785	\$996,096	\$1,035,940	

No Work in 2024 No Work No Work No Work No Work

Drains, Roads and Curbs

2027 \$1,300,000 is current quote of \$200,000 per mile plus a 10% increase factored in

Notice that in 2029 the ending balance is more than the fund started off with in 2024 and 100% of the roads are new. And for the future, after 2028, the fund is self funded and self sustaining for any and all future work.

2024 Crack filling and pothole fixing  
2 Quotes coming, 1st \$12,675

This is based on only 4% return which could be increased easily if funds are not going to be used for 4- years to 5.25% Another 1.25% would earn enough to pay for the crack filling and pothole fixing costs

2027 Mill and repave entire 6.4 miles of roads

This way entire development is the same age and consistent look

2027 After 2028 Stop collecting the HOA Road Fees

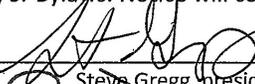
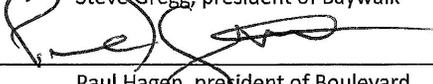
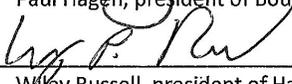
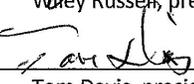
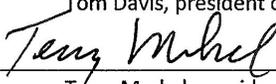
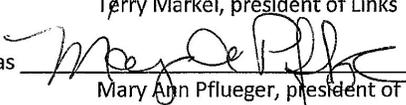
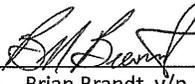
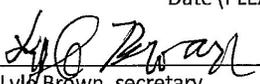
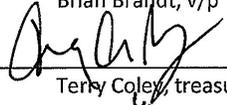
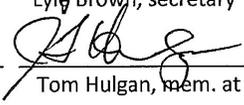
Secretary Brown's Note: This is the chart for the recommendation of the Roads and Drains Committee

## WAVER OF NOTICE BY U.S. MAIL OF FUTURE MEETINGS

WHEREAS, current Bylaws require meeting notice be mailed, as applicable, to the presidents and/or Board of Directors members of the Peninsula Master Association, unless they have signed a waiver, or actually appeared at a meeting, and,

WHEREAS, notice has been by email since 13 Dec. 2021, and no meeting notices have been mailed, nor has any president or Board of Directors member complained of lack of mail notice, demanded mail notice or signed any waivers of notice, now,

THEREFORE, we ask all presidents and Board of Directors members to sign this waiver from future mail notice, including notice for meetings in which the presidents may vote on replacing or amending covenants and/or Bylaws. Notice will continue to be via email. Thank you, Lyle Brown,

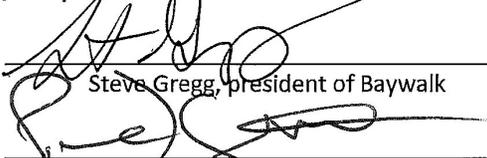
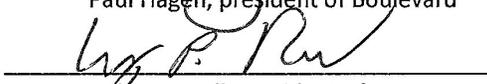
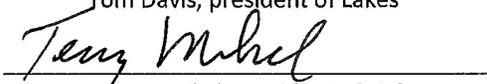
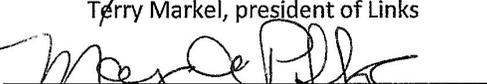
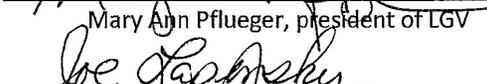
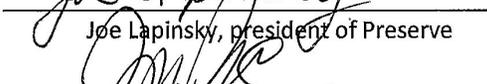
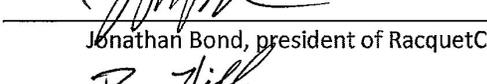
Baywalk	 Steve Gregg, president of Baywalk	07/10/24	Date (PLEASE PRINT)
Boulevard	 Paul Hagen, president of Boulevard		Date (PLEASE PRINT)
Haven	 Wiley Russell, president of Haven	7-10-24	Date (PLEASE PRINT)
Lakes	 Tom Davis, president of Lakes	7/10/24	Date (PLEASE PRINT)
Links	 Terry Markel, president of Links	7/10/24	Date (PLEASE PRINT)
Links Golf Villas	 Mary Ann Pflueger, president of LGV	7-10-24	Date (PLEASE PRINT)
Preserve	_____ Joe Lapinsky, president of Preserve		Date (PLEASE PRINT)
RacquetClub	_____ Jonathan Bond, president of RacquetClub		Date (PLEASE PRINT)
Retreat	 Ron Hill, president of Retreat	7/10/2014	Date (PLEASE PRINT)
Board of Directors:	 Ken Lee, Board president	7/10/24	Date (PLEASE PRINT)
	 Brian Brandt, v/p	7-10-24	Date (PLEASE PRINT)
	 Lyle Brown, secretary	10 July 2024	Date (PLEASE PRINT)
	 Terry Coley, treasurer	Date (PLEASE PRINT)	Date (PLEASE PRINT)
	 Tom Hulan, mem. at large	10 JULY 2024	Date (PLEASE PRINT)

## WAVER OF NOTICE BY U.S. MAIL OF FUTURE MEETINGS

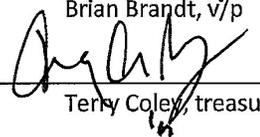
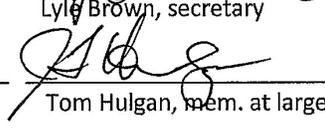
WHEREAS, current Bylaws require meeting notice be mailed, as applicable, to the presidents and/or Board of Directors members of the Peninsula Master Association, unless they have signed a waiver, or actually appeared at a meeting, and,

WHEREAS, notice has been by email since 13 Dec. 2021, and no meeting notices have been mailed, nor has any president or Board of Directors member complained of lack of mail notice, demanded mail notice or signed any waivers of notice, now,

THEREFORE, we ask all presidents and Board of Directors members to sign this waiver from future mail notice, including notice for meetings in which the presidents may vote on replacing or amending covenants and/or Bylaws. Notice will continue to be via email. Thank you, Lyle Brown.

Baywalk	 Steve Gregg, president of Baywalk	07/10/24 Date (PLEASE PRINT)	
Boulevard	 Paul Hagen, president of Boulevard	Date (PLEASE PRINT)	
Haven	 Wiley Russell, president of Haven	7-10-24 Date (PLEASE PRINT)	
Lakes	 Tom Davis, president of Lakes	7/10/24 Date (PLEASE PRINT)	
Links	 Terry Markel, president of Links	7/10/24 Date (PLEASE PRINT)	
Links Golf Villas	 Mary Ann Pflueger, president of LGV	7-10-24 Date (PLEASE PRINT)	
Preserve	 Joe Lapinsky, president of Preserve	7-12-24 Date (PLEASE PRINT)	
Racquet Club	 Jonathan Bond, president of Racquet Club	7/12/24 Date (PLEASE PRINT)	
Retreat	 Ron Hill, president of Retreat	7/10/2014 Date (PLEASE PRINT)	

Board of Directors:	 Ken Lee, Board president	7/10/24 Date (PLEASE PRINT)	
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 Brian Brandt, v/p	7-10-24 Date (PLEASE PRINT)	 Lyle Brown, secretary	10 July 2024 Date (PLEASE PRINT)
 Terry Coley, treasurer	Date (PLEASE PRINT)	 Tom Hulgan, mem. at large	10 JULY 2024 Date (PLEASE PRINT)

PROCESS FOR APPROVAL AND RECORDING  
OF THE 2024 MASTER DECLARATION AND THE 2024 BYLAWS  
OF THE PENINSULA MASTER ASSOCIATION

1. Current [developers] Bylaws require meeting notice be MAILED, as applicable, to the presidents and/or Board members, unless they have signed a waiver, or actually appeared at a meeting.  
To “do things by the book”, we are asking all presidents and Board members to sign a waiver that releases us from having to MAIL meeting notices.
2. Notice of Special Meeting has to be sent out at least 10 days prior to meeting and no sooner than 50 days. Must specify that purpose of meeting is to approve or disapprove the 2024 Master Declaration and/or 2024 Bylaws by a weighted vote of the Voting Members (presidents), 75% vote in favor to approve. Only business listed in the notice/agenda may be conducted. Ken Lee can call meeting

Copies of the 2024 Master Declaration and the 2024 Bylaws will be emailed no later than the meeting notice is sent out.

We intend to attach a ballot to the meeting notice. These signed ballots will be appended to the minutes of the meeting along with other applicable papers as part of the proof of the proceedings.

3. After documents receive approval, they must be taken to a Notary Public\*, who will witness (Notarize) the signatures of Ken Lee and Lyle Brown. Immediately thereafter, we expect to take the documents to Foley for recording at the Baldwin County Probate Recording Office\*.

Recording must be done within two weeks after signatures are notarized, but we prefer to do it the same day. There will be costs for notarizing (estimated \$40.00) and recording (estimated to be slightly over \$200.00 depending on final page count).

\* Secretary Lyle Brown has already determined the requirements of the Notary and the Recording Office.

Barring discovery of a “show-stopper” error that may be already in the documents, no more changes are planned. Otherwise, we may unwittingly introduce errors. These documents have been reviewed multiple times by the Covenants Committee, reviewed and corrected as needed by our attorneys, and carefully reviewed again after the attorneys’ comments were incorporated.

Any suggested changes may be carefully considered later this year by the Covenants Committee for a properly prepared amendment in 2025.

Thank you,

Lyle Brown, Chair  
Covenants Committee  
03 July 2024

FITZGERALD VALUATION SERVICES, LLC  
Post Office Box 1192 • Point Clear, Alabama 36564  
Telephone (251) 752-8592

CONFIRMATION OF WORK ORDER FOR VALUATION SERVICES

To: The Peninsula Master Association, Inc.  
j Ms. Susan Anderson, Association Manager  
Community Management Associates, Inc.  
368 Commercial Park Drive, Suite A  
Fairhope, Alabama 36532  
Re: Guard House, Peninsula Boulevard east entrance  
Guard House, Peninsula Boulevard west entrance  
Gulf Shores, Alabama 36542

April 25, 2024

This work order will confirm your request to prepare an estimate of replacement cost new of the following site improvements only of the above referenced properties: Guard houses, one each at the east and west entrances of Peninsula Boulevard at State Highway 180 West.

The estimate of replacement cost new will be prepared for The Peninsula Master Association, Inc. j Ms. Susan Anderson, Association Manager (the client).

The purpose of the report is to estimate the REPLACEMENT COST NEW for the improvements listed above only.

The fee for this service shall be \$575 with completion of report within 30 days of authorization to proceed.

Should the client change the scope of this work order either in writing or verbally, client agrees to pay the service provider for any additional work involved in said change. Client agrees to pay all costs of collection incurred by the service provider in the collection of any moneys owed to service provider by the client, and to authorize the service provider to disclose assignment results to the client's agents and current and/or prospective insurance providers and their agents.

The service provider has no interest, present or contemplated, in the property described herein and no personal interest with respect to the parties involved. The service provider has not performed any services regarding the subject property within a three-year period immediately preceding agreement to perform this assignment, as an appraiser or in any other capacity.

To confirm the terms of this engagement letter/work order, please sign and email a copy of same to heliozoan@gulftel.com or return by U.S. mail to the address shown above.

Accepted and agreed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

(Signature of person authorizing service request)

NOTE: A signed copy of this work order must be received before work can commence on this request.

Invoice

Date

5/24/2024

Invoice #

13887

Bill To

Peninsula Association

**Osborn & Son Electric LLC**

P.O. Box 2286

Gulf Shores, Al. 36547

251-967-3453

P.O. No. Terms Project

Total

Description Quantity Rate Amount

Peninsula Association: Replace exterior fixtures: 17 yoke mounts and 17 yard stakes.

LED 100W equal weather rated fixtures. \*junctions in ground are not protected- will have to mount junction stakes at fixtures. Add daylight savings clock to replace old one.

1,600.00 1,600.00

Materials 2,715.00 2,715.00

Completed on 5-22-24

\$4,315.00

## **Gary's Tree Svc**

2516 CROSSFORD Dr

Foley , AL 36535

251-550-8733

Date : 6/26/2024

CUSTOMER: peninsula

Job description: elevate 6 oaks near gate to 14' to allow for truck traffic . Haul off debris.

Total cost : \$ 1395

Thank-you , Gary Snyder

Lic# BL13-013959

Insured



**Peninsula Master Board**  
**Social Committee Meeting Minutes, May 1, 2024**  
**1:00 P.M. - Sales Office**

Attendees: Stacey Ingold, Jane Lee, Cindy Bauer, Debby Griffin

I. The meeting was **called to order** by Stacey Ingold at 1:00 p.m.

**II. Golf cart and bicycle safety**

- Stacey is working on the reminders and protocols to be published on the Peninsula Webpage.

**III. Neighborhood T - Shirts**

- Stacey will work with Mark Mitchell to develop a screen print design featuring the Peninsula Pier.
- Thanks to Ken Lee who took a pier photograph with his drone camera.
- The committee will look at other photos for consideration.
- Stacey will develop a T-shirt informational flyer for neighborhood distribution via HOA's e-mail and Peninsula Face Book. Additionally she will develop an order form to be used for all preorders.
- Following approval of design and production timelines from Mark, the committee will then begin taking orders for the neighborhood t-shirts.

**IV. Corn Hole Tournament on June 6**

Cindy Bauer will create a link for sign up for the tournament. There will be 4 sets of Corn Hole boards. Entry fee will be \$10 and partners will be decided by a blind draw. Teams/individual play will be determined by the number of residents who sign up. Prize money will come from the entry fee and be distributed as follows: 50% of the pot to the winning team; 35% of the pot to the second place team; 15% of the pot to the third place team.

**V. Fourth of July Parade**

- Reminders will be sent via HOA e-mail multiple times prior to July 4 to allow residents to plan and purchase their décor and dress
- Flyers will be distributed to each paper box on June 28. Categories have been established and staging times planned. This information will continue to be on the flyers.

**VI. Remaining Activities for 2024**

- October 4 - Club October Fest
- October 18/19 or October 25/26 tentative dates for the Peninsula Art show
- October 24 - Club Night Golf
- December 6 - Club Christmas party
- December 13 - Tentative Jingle Mingle date

There being no further business, the meeting was adjourned at 2:00 p.m.

Respectfully submitted

Debby Griffin, Secretary, Social Committee

## **ARC Meeting Minutes for 14 May 2024**

The meeting met in a special session on Tuesday, 14 May to accommodate members participating in the Ladies Golf Tournament on Wednesday.

Attendees:

Tom Hulkan

Robin Anderson

Jack Malone

Gabi Rohman

Carol Sheriff

Submitted Requests:

1. 414 Peninsula Blvd: Pool and enclosure – approved
2. 15 Lagoon Drive: House front façade – approved
3. 321 Peninsula Blvd: Add one Bahama shutter – approved
4. 43 Haven Drive: plants – approved
5. 415 Peninsula Blvd: replacement fence- approved
6. 29 Baywalk Court: Exterior paint – approved with comment (to exclude roof).
7. 29 Baywalk Court: Hurricane shutters – approved
8. 419 Peninsula Blvd: window replacement – approved
9. 28 Preserve Court: landscape and exterior - approved

## **ARC Meeting Minutes for 5 June 2024**

The meeting met as scheduled on Wednesday, 5 June 2024 at 1500. CMA had technical difficulties with the printer/copier/scanner, so several items were overlooked and later addressed by email coordination.

Attendees:

Tom Hulkan

Jack Malone

Carol Sheriff

Submitted Requests:

119 Lagoon Drive - Fence at property line ; approved stagger of back fence between adjacent properties to provide a stair step look

517 Retreat Lane – Sunroom with windows and French doors; Revise/resubmit with layout plan.

517 Retreat Lane – gutters; approved

415 Peninsula Blvd – re-sod; approved

415 Peninsula Blvd – outdoor grill; approved

419 Peninsula Blvd – remove damaged tree; approved

The following items were covered Ad Hoc via email:

16 Marsh Point – trim repaint white; approved

314 Peninsula Blvd – fence; approved

421 Peninsula Blvd – remove two trees; approved

91 Lagoon – driveway modification; revise and resubmit with checklist item #4 (plat plot showing property lines) included

28 Natures Trail – additional tree removal; approved

532 Retreat Lane – remove/relocate/replace two palm trees to 28 Cypress Court; approved

## **ARC Meeting Minutes for 19 June 2024**

### Attendees:

Tom Hulgán

Carol Sheriff

Jack Malone

### Members absent:

Gabi Rohman

Robin Anderson

### Requests:

517 Retreat Lane: sunroom resubmitted with plat layout included- approved

91 Lagoon Drive: driveway widening resubmittal including plat layout – approved

26 Baywalk Drive: removal of damaged palm tree - approved

## **ARC Meeting Minutes for 3 July 2024**

### Members present:

Tom Hulgán

Gabi Rohman

Robin Anderson

Carol Sheriff

### Submitted Requests:

32 Natures Trail – Patio screen enclosure; approved

53 Lagoon Drive – remove and replace roof; approved

53 Lagoon Drive – paint house, door and trim; approved

407 Peninsula Blvd -tree removal; approved

17 Natures Trail – pool; not approved with revision requested.

## **COVENANTS COMMITTEE MEETING MINUTES**

02 May 2024. with Lyle Brown, Tom Davis, Tom Hulgán and Ken Lee attending, proceeded through proposed changes and insertions, then reviewed the covenants and bylaws to the end. Backup pdf to be sent to the Board of Directors and the presidents for their review and suggested changes, with comments back by 08 May, so committee can act on the comments 09 May. Ken Lee and Tom Davis asked for a “cleaned up” version to be sent out also. Later, Ken Lee extended the comment period to Friday 17 May.

03 May 2024, did backup of draft covenants and sent them out to presidents and Board of Directors. Included reminder to Paul Hagen re: exterior house colors and to the condo presidents of 12.43 rental restriction. Began work on removing strikeouts, RED to BLACK and deleting some notes to make document “attorney ready” [for review].

Up thru 14 May, responding to many comments and adding items in RED to covenants for review of the committee on 30 May.

17 May, cutoff date for comments from presidents and Board.

22 May 2024, Tom Hulkan advised that the “X’s” could be removed from Article 12 of the new covenants.

In the interim, work was done on possible additions and cleaning the draft covenants for review by the attorneys.

06 June 2024, with Ken Lee, Tom Davis, Tom Hulkan and Lyle Brown in attendance, suggested text was reviewed and approved. Committee concurred with sending the draft covenants to the attorneys soon.

08 June, Lyle Brown worked on polishing the draft and adding (c) and (d) to the clause “12.45 Timeshares and Rentals” to address grandfathering of condos currently rented for periods of less than a week (7nights) at a time. Suggested to add names of 2023 & 2024 committee members after the official draft (not part of covenants). To be reviewed at committee meeting of 10 June 2024.

10 June 2024, with Ken Lee, Tom Davis & Lyle Brown in attendance, added condo grandfathering clauses, and added some text to the Bylaws. Ken authorized preparing documents for attorney review along with suggested instructions and requests.

10 - 14 June, Lyle Brown preparing documents and some backups for the attorneys. Ken Lee reviewing the materials.

18 June 2024, after Ken Lee approval, the draft covenants were sent to Attorneys Perry and McClurkin at the law firm of Craven & Perry for review.

25 June, after conferring with a clerk at the Baldwin County Probate Records Office, it was necessary to add information at the end of both the draft covenants and draft bylaws as to who prepared the documents. This action was copied to the attorneys and to the Covenants Committee.

26 June, Lyle Brown and Ken Lee received a marked-up review of the draft Covenants from Attorney Daniel Craven on behalf of the law firm of Craven & Perry. He said: “This is some of the best work I have ever seen from non-lawyers. It is obvious that there was a lot of work put into this!”

As Att. Craven had questioned the grammar of the last sentence of 10.07, Lyle Brown sent Craven a suggested correction (awaiting a response). Also, as Att. Craven’s comment at 12.45 raised questions, Lyle asked for clarification. Att. Craven said to delete 12.45 (c) (clause requiring proof of “grandfather” status) as we “- - cannot override the Alabama Uniform Condominium Act.”. Lyle proceeding to incorporate Att. Craven’s review into the Draft Covenants version that was sent to Craven & Perry on 18 June 2024.

27 June, Att. Craven OK’d the suggested change in 10.07.

29 June, Lyle Brown incorporated Att. Craven changes into the Draft Covenants version that was sent to Craven & Perry on 18 June 2024. Also spent time making type fonts, spacings, headings, & etc. uniform. Sent Craven a message asking for clarification of 12.45.

30 June 2024, Att. Craven clarified his response to 12.45. It would be a violation of the Alabama Uniform Condominium Act to attempt to regulate the minimum rental periods of condos, hence parts (b), (c) & (d) have to be deleted.

01 July 2024, Ken Lee did a final review and “polish” on the draft 2024 Master declaration. He now intends to send it to a document consultant to run software that checks clause sequence numbering, table of contents, and etc.

02 & 03 July, Lyle Brown wrote up a waiver form for the presidents and Board members to sign to decrease or eliminate the number of meeting notices that would need to be sent out by US MAIL. Also wrote up a description of the requirements for approval, notarizing and recording of the 2024 Master Declaration and 2024 Bylaws.

09 July 2024, Lyle Brown Tom Davis and Ken Lee attending. A number of clauses from the developer were added back into the draft 2024 Bylaws, with "Declarant" text removed and some grammar changes. This was for the purpose of giving guidance to future Boards of Directors and Association presidents. Lyle to review the text for clarity, consistency and conflicts with the new text.

Fence, Commons 4, in Retreat: Barb Abeling at 546 Retreat Ln. on 02 July 2024, contacted Secretary Lyle Brown seeking the help of the Board of Directors to facilitate replacement of the fence behind her property. Secretary Brown replied as follows with copies to Ken Lee and to Ron Hill, president of Retreat: "Hi Barb, sometime back, the Master Assoc. Board of Directors decided that the fence which Retreat owns is the responsibility of Retreat. The Retreat Board is who you have to go to. Sorry I can't help you further, Lyle"