

# PENINSULA MASTER ASSOCIATION, INC.

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MINUTES APPROVED ONLINE BY THE BOARD 5 TO 0, ON 03 NOV. 2024

## MINUTES OF THE PENINSULA MASTER ASSOCIATION BOARD OF DIRECTORS MEETING OF WED. 23 OCT. 2024, 2:15 PM AT THE SALES OFFICE

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### I. Meeting was called to Order at 2:15pm by Ken Lee.

#### ATTENDEES:

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

#### Master Association Members:

Baywalk, Steve Gregg

Boulevard, Paul Hagen

Haven, Cyndi King for  
Wiley Russell

Lakes, Tom Davis

Links, Terry Markel

LGV, Mary Ann Pflueger

Preserve, Joe Lapinsky

Racquet Club, Jonathan Bond

Retreat, Ron Hill

Community Management Associates (CMA): Susan Anderson

Others: Scott Hamre of Blvd./Roads Committee & Debby Sheppard of Retreat/Social Committee.

### II. Philip Harris of JP Partners.

Early in the meeting, Ken Lee brought the attendees up to date. Harris arrived at 2:55, so this part of the minutes is out of order. He asked to be relieved from paying assessments on the Villas until he plats. He gave Susan Anderson a check to bring his unpaid assessments and interest up-to-date.

After Mr. Harris left, an Executive Session was held. On Wed. & Thur. after the meeting, Ken Lee arranged for he, Lyle Brown and Joe Lapinsky to meet with attorneys at 2:30pm Mon. 28 Oct. at the firm of Craven & Perry. Tom Hulgán and Terry Corley also attended. Attorneys John McClurkin and Daniel Craven (by phone) were asked to provide written opinions on the PMA exposure regarding JP Partners, and two other matters.

III. Prior Board Minutes approved online: 26 August Presidents Meeting & 11 Sept. BOD meeting.

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## IV. Peninsula Committee Reports & Updates:

### 1. Architectural Review (ARC).

Debby Sheppard reported that "Modification" forms are done & committee working on "New Construction" forms.

### 2. Events. Debby Sheppard reported that "Jingle-Mingle" is scheduled for 4:30 - 7:30pm on 13 Dec.

### 3. Pier. BOD by vote of 5 to 0, authorized Phillip Paulk to proceed with Boardwalk lighting (about \$750).

### 4. Roadways and Drains.

Michael Hudson moved out of the Peninsula and no longer is on the Roads committee. Scott Hamre discussed "speed bumps", "speed humps" and the differences for the East Gate area. Scott to investigate costs. Paul Hagen to see if he could occasionally borrow a traffic-calming radar-cart from the City of Gulf Shores.

## V. Old Business:

### 1. A/C at East Gate House. 24 Sept., compressor installed, but technician found the blower motor had burned out and needed replacement. This will cost about another \$400.00 which Susan Anderson authorized. Appears all work was done by 27 Sept.

### 2. Superior Gate Systems, LLC. Received bill dated 6-18-2024 for \$1735.08 that includes the cost of siren system that was to be replaced at Superior's cost, with labor cost included. Ken Lee instructed Terry Corley and Susan Anderson not to pay.

27 Oct. 2024, Fire Marshall emailed to Lyle Brown that East Gate siren opener had failed. Lyle called Superior Gate immediately, and on Monday 30 Sept. at 10am with Fire Marshall present, Superior replaced the current siren modules at both gates, with new vendor siren modules (2<sup>nd</sup> try) that have been programed by the mfr. to respond to the Gulf Shores fire sirens. FYI, the police and ambulance sirens use different frequencies (also analog or digital?) than the Fire Dept.

Superior to hold a class 24 Oct. on the use of the gates camera system. Note: About 28 Oct., Ken Lee sent a PDF camera manual to BOD members.

### 3. Update by Ken Lee on Main Guard House roof. Contractor Ron Elliott Painting still behind schedule.

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## **VI. New Business:**

### 1. What the Master Association Owns, by Ken Lee.

Ken Lee made a presentation showing the many parcels that the PMA owns on the properties. Discussed possible use of the currently vacant East Guard House.

Link to the County parcel maps is: [https://isv.kcsgis.com/al.baldwin\\_revenue/](https://isv.kcsgis.com/al.baldwin_revenue/)

### 2. Landscaping Maintenance contracts for 2025.

Ken Lee asked Susan Anderson to obtain like-to-like proposed contracts (Thistle/Scratch vs. Xtreme Lawn/Yancy) for the 20 Nov. meeting.

### 3. Discussion on limiting types of flags displayed on the properties.

It was suggested that flags displayed be limited to the American Flag and the flag of Alabama. Based on the past and current conduct of the majority of the owners, Lyle Brown suggested: American Flag; any state flag; U.S. military flags; Federal Holiday flags (with some time restrictions); sports teams, colleges & universities; and Halloween flags. Many garden flags are displayed. Lyle also suggested flags be limited to 4 x 6 feet maximum size. Lyle noted that in the past 20-25 years, flags have not been regulated. No action taken.

### 4. Ken Lee reported on a discussion he had with Anthony Vaughn re: a golf course employee letting his/her dog run free on the golf course. Dog has not been seen since on the golf course.

### 5. Election nomination discussion. Four BOD members, Ken Lee, Lyle Brown, Brian Brandt & Tom Hulgán, plan to run again. Terry Conley has decided not to run. Date for annual presidents meeting to elect BOD members set for 3:00pm, Wed. 11 Dec. 2024 at the Sales Office. Noted that if a nominating committee is not used, there should be allowed nominations from the floor with candidates allowed to speak.

### 6. Discussion, speed bumps at East Guard House? See Roads Committee report.

### 7. EE Quote for Boardwalk Lights 15 Oct. 2024, by Phillip Paulk. See Pier Committee report.

## **VII. Comments and Questions by Presidents or Owners: None**

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**VIII. Next Regular BOD Meeting 3:00 pm, Wed. 20 Nov. 2024 in the Sales Office.**

Presidents to meet at the Sales Office, 3:00pm Wed. 11 Dec. 2024 to elect BOD members.

2025 BOD meetings (3:00 pm, usually second Wed. of month) at Sales Office, as now scheduled:

08 Jan., 12 March, 21 May (note, 3<sup>rd</sup> Wed.), 09 July, 10 Sept., & 12 Nov.

**IX. Adjournment by Ken Lee, between 3:30 & 4:00 pm.**

By Lyle Brown, PMA Board secretary, 24-30 Oct. & 03 Nov. 2024.

**PLEASE SEE ATTACHMENTS**

18 Sept. 2024, revision of ARC Modification Application.

Lyle Brown has been working with Carol Sheriff (ARC). Ken Lee, Tom Hulkan and Susan Anderson on revising the form, As Carol decided to discuss the draft form with other ARC members, Lyle felt he needed to attend the ARC meeting to discuss the draft and to answer questions. Lyle did not participate in any of the ARC review of individual applications before the ARC. Some changes or adds were suggested to the draft and Lyle sent out the latest draft (#4) with changes to ARC members on 19 Sept.

21 Sept. 2024, Board of Directors.

In response to an enquire from Mr. Harris as to why he was turned down by the presidents and BOD for relief in paying assessments for the VILLAS, Ken Lee suggested sending the following on Monday 22 Sept. (which was concurred in by Brian Brandt, Lyle Brown, Terry Corley, Tom Davis and Paul Hagen):

“All lot and parcel owners currently pay master association dues. To grant your request for relief, an amendment to our covenants by the HOA/COA association presidents would be required, with a 75% weighted vote super-majority in support. The presidents discussed your request and none indicated that they would support relief.”

26 Sept. 2024, Board of Directors.

American Flag at the main guard house needs replacing and Ken Lee asked for permission to buy a new one from Amazon with later reimbursement. Lyle Brown & Terry Corley concurred.

08 Oct. Board of Directors, re: Villas.

JPP had not paid any assessments since 05 August. Brian Brandt and Lyle Brown concurred with Ken Lee to have Susan Anderson send a demand letter and to file a lien on the Villas property. Lien was filed 18 Oct. 2024 in the amount of \$13,844.56.

Monday, 14 Oct. 2024, Response from Attorney on the Draft 2024 Bylaws:

Attorney Daniel Craven called Lyle Brown that morning about the draft 2024 Bylaws after his review. First, he complimented us all for generating an excellent document\*, then he had one question and one recommendation.

Question was to clarify that it was the intention of the PMA that the Board of Directors members would have one vote each on each issue. Yes (carried forward from the developers' Bylaws).

He strongly recommended that proxies not be given "to just any owner", but rather that:

1. Association presidents should only give a proxy to a member of their individual association board.
2. Board of Directors members should only give proxies to other Board of Directors members.

Lyle provided Ken Lee (with copies to others) with suggested text to add and delete in the appropriate places in the draft 2024 Bylaws.

\* Lyle thanks: Ken Lee for wanting extra instructions added to assist future Boards of Directors and future presidents of Associations; Paul Hagen for pushing a section on "conflict of interest", and all of the others who reviewed and/or provided input.

Wed. 16 Oct. 2024, Sign.

Lyle Brown & Tom Hulkan installed the new sign “No Soliciting - No Trespassing” at the main gate.

17 Oct. 2024, Board of Directors, Tour of Homes.

Ken Lee, Terry Conley, Tom Hulgán and Lyle Brown approved St. Andrews Church having homes in The Peninsula on their 2<sup>nd</sup> annual Tour of Homes. Date is Saturday, December, 7<sup>th</sup>, 11:00-3:00pm. Event hosted 200+ people last year.

21 Oct. 2024, Terry Corley asked for a workshop on the 2025 budget. All agreed to meet at the Club at 2pm Tues. 22 Oct., which meeting occurred.

21 Oct. 2024, ARC (Debby Sheppard) sent the two draft modification forms to the BOD for review. To be on 20 Nov. BOD meeting agenda.





Superior Gate Systems LLC

106 W. Loretta Street Pensacola, FL 32505

850-449-3645

superiorgatesystems@gmail.com

## Invoice

Date	Invoice #
6/18/2024	2315

Bill To
The Peninsula Masters Association 10 Peninsula Blvd Gulf Shores, AL 36542

P.O. No.	Terms	Project
Ken Lee states that ...	Net 14	

Quantity	Description	Rate	Amount
	Ken Lee states that the clickers are not working again. He also states the YELP siren is not working. He says when the techs use it on their phones it works, but not for emergency vehicles. Requests call from Michael.		

2.5	<p>Moved front and back gate SOS modules towards the direction of approaching emergency vehicles. Replaced front gate SOS module. Cleaned front cameras. The fire department also came out and tested both SOS modules for ensurement of operation.</p> <p>Siren Operator Sensor (9-30 VAC/DC)</p> <p>Trip Charge - Gulf Shores</p> <p>Sales Tax</p>	<p>150.00</p> <p>560.50</p> <p>155.00</p> <p>7.50%</p>	<p>375.00</p> <p>1,121.00T</p> <p>155.00</p> <p>84.08</p>
Thank you for the opportunity to earn your business!		<b>Total</b>	\$1,735.08
		<b>Balance Due</b>	\$1,735.08

## ARC Meeting Minutes for September 18, 2024

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### ARC Members present:

- Carol Sheriff
- Jack Malone
- Robin Anderson
- Debby Sheppard
- Gabi Rohman (Via FaceTime)

### ARC Members absent:

- None

### Other Attendees:

- Lyle Brown (Presented updated ARC Modification form)
- Bruce Alexander (Owner/Applicant 22 Natures Trail)

### Committee Updates

- **New Covenants**
  - With the new covenants in place, Article XI page 21, now applies: "There shall be a standing committee titled, "Architectural Review Committee," (aka ARC). The committee shall have no less than three (3) members, nor more than seven (7) members, as appointed or dismissed by the president of the Board of Directors from time to time, and no members of the ARC, including any chair of ARC, may serve on the Board of Directors."
  - The intent here by the Board was to separate the ARC from the Master Association and eliminate any perception of influence on the ARC by the Board of Directors.
- **ARC Membership Changes**
  - Based upon the covenants, Tom Hulgán can no longer serve and Debby Sheppard has agreed to replace his position effective immediately.
- **ARC Committee Roles**
  - Debby will assume Tom's secretarial role
  - All other roles will remain "as-is" until Jan 2025.
- **Revised ARC Modification Form**
  - Lyle Brown has drafted a revision to the ARC Modification Form to align to the updated language in the Covenants. This document is used by residents to submit applications to this committee. Committee members agreed to review the form and provide feedback.
  - Discussed adding verbiage that Peninsula covenants may differ from City of Gulf Shores
  - NOTE – the New Build form will also need to be updated
- **ARC Submission Control Numbers**
  - Carol recommended we add control numbers to requests. This number will be written on corresponding materials, etc. Format is Date of Meeting – Numerical Order Discussed – Type of ARC Application – Approval status

### Requests Reviewed:

1. **22 Natures Trail:** New Build – Revised and approved
  - a. Control # 091824-01-NB-A
  - b. Owner modified circular driveway to conform to community standards; changed to connected driveway / walkway
  - c. Front door: Black iron, double glass door with transom above – approved based upon hurricane strength and overall design aesthetic

- d.
- 2. **35 Natures Trail:** Landscape Modification – Approved
  - a. Control # 091824-02-Mod-A
  - b. Owner to install 10, 3-watt low voltage landscape lights around front perimeter of home
- 3. **24 Preserve Ct:** New Build – Approved
  - a. Control # 091824-03-NB-A
  - b. Discussed the lack of a drainage plan in the submission as required by the new build form and noted in covenant article 11.03(b)3.

# ARC Meeting Minutes for October 2, 2024

ARC Members Present:	ARC Members Excused:	Other Attendees:
• Debby Sheppard	• Robin Anderson	• None
• Carol Sheriff	•	•
• Gabi Rohman	•	•
• Jack Malone	•	•

## Committee Updates

- **Upcoming Meetings**
  - **November 6<sup>th</sup>**
    - Robin Anderson and Debby Sheppard will be absent; Carol will take notes.
  - **November 20<sup>th</sup>**
    - Due to a conflict with a Master Board meeting on Wednesday, Nov 20 at 3p @ the Sales Office, ARC has agreed to meet earlier that day at 10a.
    - Gabi Rohman is tentative to attend.
- **Revised ARC Modification Form**
  - ARC will review changes to the Modification Form at the Oct. 16<sup>th</sup> meeting. Once finalized it will be presented to the Board of Directors for approval at Oct 23rd meeting.
  - Once the Modification form is finalized, the committee will work on the New Build form.
- **ARC Committee Communications**
  - Gabi requested we hold non-urgent communications/questions until scheduled ARC meetings, vs. sending texts and emails.

## Requests Reviewed:

4. **45 Lagoon Dr: Modification – Revise and Resubmit**
  - a. Control # 100224-01-Mod
  - b. Construction on a glass enclosure on the rear exterior facing the golf course has begun prior to submission and approval by ARC. Submission received at this meeting; need clarity on “smart glass”. Concern is if reflective glass is being used - that would not be approved.
  - c. CMA will send a letter to the homeowners about starting construction without approval.
5. **14 Bayside Ct: Realtor Inquiry**
  - a. Control # N/A
  - b. Potential homeowner is interested in building a small grilling patio off the back. The photo provided of the lot did not have measurements, so ARC was not able to confirm if request meets requirements. If patio area is within setbacks, there should not be an issue.
6. **549 Retreat Ln: Modification – Approved**
  - a. Control # 100224-02-Mod-A
  - b. This Request was previously submitted and reviewed by ARC in 2023. The approval was not filed or communicated to the Retreat HOA. Owner has already completed painting the shutters. No further action is required.

7. **95 Lagoon Dr: Modification – Approved**

- a. Control # 100224-03-Mod-A
- b. Request to install a 4' tall aluminum black powder-coated fence around perimeter of backyard and two 3' gates. Clark Fuller is the contractor and is fully aware of fence requirements.
- c. Committee discussed that section 12.15 (Fence) of the covenants requires "Black wrought Iron only" and believes that should be updated to wrought iron or similar product.

**8. 119 Lagoon Dr: Modification – Approved**

- a. Control # 100224-04-Mod-A
- b. Owner recently installed a pool and fence; this request is to complete the landscaping. Project to include 5 beds with various plants and flowers, and river rock. Any plantings by the fence cannot be higher than 4'; so as not to obstruct views of the golf course.

# ARC Meeting Minutes for October 16, 2024

ARC Members Present:	ARC Members Excused:	Other Attendees:
• Debby Sheppard	• None	• None
• Carol Sheriff	•	•
• Gabi Rohman	•	•
• Jack Malone	•	•
• Robin Anderson	•	•

## Committee Updates

- **Upcoming Meetings**
  - **November 6<sup>th</sup> @ 3pm**
    - Robin Anderson and Debby Sheppard will be absent; Carol will take notes.
  - **November 20<sup>th</sup> @ 10a**
    - Gabi Rohman is tentative to attend.
    - Committee to review draft version of ARC New Build Form
- **Revised ARC Property Modification Application**
  - Committee is nearly complete with their review and updates to the ARC Property Modification Application and Instructions. There will be two (2) documents to post to the Peninsula website for homeowner’s; 1) the application, and 2) instructions.
  - Debby will make the discussed edits and submit the 2 documents to all committee members for final review and approval. Once approval has been obtained by all ARC members, Debby will submit new documents to Lyle for Board of Directors to review, approve and updating the website.
- **Revised ARC New Build Application**
  - Jack provided a 4-page typed list of recommended changes to the current form.
  - Debby will utilize this feedback to draft the new form in a similar style as the Property Modification Application and email ARC members in advance of the Nov 20<sup>th</sup> meeting.

## Requests Reviewed

9. **550 Retreat Lane: Modification – Approved**
  - a. Control # 101624-01-Mod-A
  - b. Homeowners request Bahama Hurricane Shutters be installed by A to Z Shutters. Style and color to match those of 17 Wildlife Ct.
  - c. Once ordered, there is a 3-month backlog for installation; project completion expected early 2025.
  - d. Exception: Application was missing “before and after photos”; Debby Sheppard took photos of both home exteriors prior to the meeting to avoid further delay in approval.
10. **414 Peninsula Blvd: Modification – Approved**
  - a. Control # 101624-02-Mod-A
  - b. Rear exterior landscape project to consist of Italian Cypress trees planted along sides of pool cage with a mixture of plants/flowers in rear garden beds to include: hydrangea summer blue, azalea perfecto Mundo double white, 2 key lime trees, Tuscan blue rosemary, fern California sword and grass (as needed) to complete overall project.

**Peninsula Master Board  
Social Committee Meeting  
Minutes, August 22, 2024  
1:00 P.M. - Sales Office**

**Present:** Stacy Ingold, Jane Lee, Anne Quinn, JD Snead, Lynn Lynn, Gail Hisle, Debby Sheppard, Beverly Sweat, Robin Anderson, Sonya Willis, Trish Thompson, Anne Favret, Sue Buford

I. The meeting was called to order at 1:00 by Stacy Ingold, Chair

II. Stacy reported a current financial balance of \$383, with a beginning balance of \$427 and expenditures of \$44 for the printing of the Fourth of July parade flyers. This balance does not include the amount taken in and expended for T-shirts. Sales will continue on Sept. 2 prior to the club events - Pickleball/Tennis tournaments and Club Fish Fry.

III. The committee discussed and refined tasks for the Art Fair on Sept. 27 and 28.

- Gail will finalize the 12 artists who will be showing
- Debby Sheppard will handle Facebook posts and email to the artists
- Volunteers will help artists begin set up on Friday at 1:00 p.m., Saturday morning at 8:45 and break down and clean up at 12:00
- Robin Anderson will handle press releases for the art show open to the public, Sept. 28 9:00 a.m.-12:00 p.m.
- Food and catering will be coordinated by Anne Favret
- Lynn Lynn will bring big cooler for ice and water
- Debby G. will put up show signs on Saturday morning
- Debby G. will have flyers made; distribution by committee members to their respective HOA's
- Wine will be collected at Stacy Ingold's house

IV. Halloween

The committee declined to establish a community wide Halloween Golf Cart Parade

V. Jingle Mingle

- December 13, 4:30 p.m.-6:30 p.m.
- Committee and residents will be asked to volunteer a bottle (wine, whiskey, liqueur) for the Bottle Pull fundraiser. A list of contributions will be posted at the table for ticket sales
- Sonya will reach out to community service organizations to determine where gifts and toys will be donated. Residents will be asked to bring a toy/gift to the Jingle Mingle

VI. Next meeting will be Sept. 17 1:00 p.m. at the Willis building at the entrance of the Peninsula

Respectfully submitted  
Debby Griffin