

**CELEBRATION CAPE HOMEOWNERS' ASSOCIATION, INC.**  
**ANNUAL MEETING MINUTES**

*A Corporation Not-for-Profit*

Wednesday, March 5, 2025, at 5:30pm

Held at: Tiki Park • 203 Destiny Circle, Cape Coral, FL 33990

1. **CERTIFY QUORUM AND CALL MEETING TO ORDER.** The Membership meeting was called to order by President Brian Meek at 5:45PM. A quorum was established with 28 Member units represented in person and by proxy. Board Members present: Linda Foreman, Lori Gripentrog, Brian Meek, Shannan O'Brien, Christine Schielzo. No representative from Tropical Isles Management was present.
2. **PROOF OF NOTICE OF MEETING.** Printed notice of the meeting was mailed on February 19, 2025 to all Owners by Tropical Isles Management in accordance with Association Bylaws.
3. **PRIOR MINUTES.** Motion to approve the 2024 Annual Meeting Minutes. Motion made by Christine Schielzo, seconded by Lori Gripentrog, with all voting in favor. The motion passed 5-0.
4. **ANNOUNCEMENT OF OFFICERS.** With two Board vacancies and two candidate names submitted, a vote of the Membership was not necessary. Susan Dyszel and Linda Foreman have been appointed to the Board for two (2) year terms which expire at the 2027 Annual Meeting. Board Directors Brian Meek, Shannan O'Brien and Christine Schielzo are serving two (2) year terms which expire at the 2026 Annual Meeting.
5. **GROUNDS REPORT.** Dick Dyszel verbally presented a summary of the Grounds-related issues from the past year. [The full report follows these minutes.]
6. **OFFICER REPORTS**
  - a. **President Report:** Brian Meek confirmed the Grounds issues that have been addressed and summarized that it has mostly been an uneventful year. Other topics covered:
    - **Revised CC&Rs:** Topic is currently tabled. The Board needs to make this a priority for the coming year. We need to hold town hall meetings and conduct other efforts to properly inform and obtain the input of owners. Passage of new a set of CC&Rs requires affirmative votes of two-thirds of the membership (38).
    - **Swale along outside of South Wall:** This has become an issue again as a resident of 9<sup>th</sup> Place has once again complained to the City that the condition of our swale is causing his yard to flood during rain events. It is incumbent on the Association that we aggressively maintain the height of the grass, trim the weeds and ensure that the drainage pipes remain clear of debris.
    - **Tiki Repair:** We are on the schedule for Southern Cross Tiki to make the repairs soon.
  - b. **Financial Report:** Shannan O'Brien reported that the Association ended the year with \$93,224.92 in the Operating account, \$90,984.07 in Reserves, plus a total of \$96,074.19 in two CDs. [The full report follows these minutes.]
    - The total Operating Expenses for 2024 were \$159,870. Our largest annual expenses continue to be grounds (landscaping, lake, and fountain) totaling \$123,000. The next largest budget items were approximately \$13,000 each for gate repairs and administrative fees.
    - The Board approved the 2025 budget on October 29, 2024. The HOA assessments increased from \$750 to \$813 per quarter.
    - Our largest anticipated expense for 2025 would be the repair and repainting of the perimeter wall. We have sufficient funds in the Reserves to cover this cost.

7. **ARB AND COMPLIANCE.** Christine Schielzo reported that within the last 12 months, 21 ARMs were approved, with one being rescinded. Three (3) violation letters for non-compliance were issued. Members were reminded that as a deed-restricted community, owners must maintain their properties according to the CC&Rs and the ARB Guidelines. Any owner planning to cut, plant or modify anything on their property must submit an ARM for review and approval.

The Board is taking steps to prioritize the revision of the ARB Guidelines. Several new provisions will be added (e.g., lamppost and mailbox maintenance, deadlines for completing approved projects, etc.). Other edits will include the addition of new sections (roofs, landscape lighting, etc.) and incorporating provisions as mandated by statutes (e.g., hurricane protections).

8. **UNFINISHED BUSINESS.** Linda Foreman reported that there was no unfinished member business from 2024.

9. **NEW BUSINESS**

- a. **Vote to Waive Year-End Financial Compilation** (the Board recommends voting YES). Twenty-eight (28) proxies were received and validated. The vote was unanimous in favor of waiving the compilation financial report for 2025. NOTE: per new HOA laws, the Association can only vote to waive this report every other year and will be required to prepare a compilation report for 2026.

- b. **Association Management Services.** Brian Meek announced that on February 21, 2025, Tropical Isles terminated their management contract with Celebration Cape (effective March 31, 2025). There were frustrations on both sides, with the Association especially troubled by multiple accounting missteps over the past 12+ months.

Linda Foreman and Susan Dyszel have spent the last twelve (12) days undertaking the effort to acquire a new management company. Service priorities for a new management company include paying invoices in a timely manner, attending Board meetings as required, performing compliance inspections, hosting a viable web portal, etc.

A detailed list of criteria for management services was compiled, which was used during interviews with six (6) potential companies who submitted management agreements and/or contracts. A comparison document was created that included the management service criteria and populated with the specific information for each prospective company. This document will be presented to the Board for their review and to select a new management company at the Special Board of Directors Workshop Meeting on March 6, 2025.

10. **MEMBER COMMENTS / OPEN FORUM.** Comments and questions from Members were accepted and addressed accordingly.

11. **ADJOURNMENT.** Motion to adjourn the 2025 Annual Meeting was made by Lori Gripentrog, seconded by Shannan O'Brien, with all voting in favor to adjourn the meeting at 6:53pm.

CELEBRATION CAPE HOMEOWNERS' ASSOCIATION, INC.  
**ORGANIZATIONAL MEETING MINUTES**

*A Corporation Not-for-Profit*

Wednesday, March 5, 2025, at 7:00pm

Held at: Tiki Park • 203 Destiny Circle, Cape Coral, FL 33990

1. **CALL TO ORDER.** Brian Meek called the meeting to order.
2. **CERTIFICATION OF QUORUM** with Susan Dyszel, Linda Foreman, Brian Meek, Shannan O'Brien and Christine Schielzo present. No representative from Tropical Isles Management was present.
3. **APPROVAL OF PRIOR MINUTES.** Minutes were approved during the 2025 Annual Meeting.
4. **ELECT OFFICERS.** The slate of officers and roles are as follows:
  - a. **Brian Meek – President** (term expires at 2026 Annual Meeting)
  - b. **Christine Schielzo – Vice President** (term expires at 2026 Annual Meeting)
  - c. **Linda Foreman – Secretary** (term expires at 2027 Annual Meeting)
  - d. **Susan Dyszel – Treasurer** (term expires at 2027 Annual Meeting)
  - e. **Shannan O'Brien – Director at Large** (term expires at 2026 Annual Meeting)

The Board further organized to designate liaisons for various business matters:

- Susan – Primary point of contact with new management company
  - Christine – Grounds Committee
  - Linda – Architectural Review Board
  - Shannan – Budget Committee or other as needed
  - Brian – Legal or other as needed
5. **NEW BUSINESS.** The Board reviewed the proposal highlights for new management companies. A decision will be made at the Special Board Workshop Meeting on 3/6/25.
  6. **ADJOURNMENT.** Having no further business or objections, the meeting was adjourned at 7:33pm

Respectfully submitted,

Linda Foreman, Secretary  
Celebration Cape Board of Directors

*(The preceding minutes were approved by the Board of Directors on April 23, 2025)*

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**\*\*end of Membership Meeting Minutes\*\***

## **Annual Grounds Report for Celebration Cape**

*(Submitted March 5, 2025 by Dick Dyszel, Grounds Chair)*

This is an overview of the changes in our common grounds during the past year. They are in no particular order.

Most recently we bought—and have flying—a new community American Flag. We also bought and installed an upgraded solar power flag pole light.

The pond fountain was repaired with several new components, including a new electronics control box. Just recently the float and the attached components were checked and cleaned.

The front gate system received some repairs and updates including two new openers on the entrance gates. All the gate supports were re-aligned, the gates were removed, repaired and painted.

A Royal Palm on the east side of the entrance that was leaning into our neighbor's yard was removed for safety reasons.

The Tiki received some thatch damage from Hurricane Milton and the repairs are on the Southern Cross Tiki schedule.

The community curbs and sidewalks were pressure washed.

Four painting companies were personally escorted around the wall and brought up to speed as to what we want in having the interior wall cleaned and painted. As of this point we have received three written proposals. None have been acted on as of today.

## FINANCIAL REPORT

*(submitted by Shannan O'Brien, Treasurer)*

Recap 2024:

### Ended the year with...

\$93,224.92 in our operating account

\$90,984.07 in our reserves

\$96,074.19 total invested in two CD's

CD #1: \$21,221.27 @ 4.75% for 12 months. This CD earned \$956.90 and is due for renewal 3/9/25.

CD #2: in September 2024 we combined 2 separate CDs with the same renewal date into 1 CD totaling \$68,000 @ 5.00% for 9 months (renewal 6/16/25). By the end of 2024 we already earned \$852.92.

2024 Total operating expenses: \$159,870

2024 largest expense was grounds and landscaping which includes lake and fountain maintenance totaling \$123,000

Followed by \$13,000 for gate repairs and another \$13,000 in administration fees.

In the final quarter of 2024, the Board approved dues increase for 2025 from \$750 to \$813 per quarter.

### 2025 CURRENT TOTAL ASSETS AS OF JAN 31 2025:

Operating account = **\$118,381.19**

Average operating expenses are around \$12,000 per month. Recommended we keep at least 3 months of expenses in the account. The balance continues to look strong for our community.

Reserves = **\$91,001.07**

**CD #1 = \$27,221.27** renews on 3/9/25. Board has already approved renewal with Bank OZK for 7 months (10/9/25) at the most favorable rate available of 4.49%

**CD #2 = \$68,852.92** @ 5.00% (renews 6/16/25) - will look at rates closer to renewal

Anticipated large expenses for 2025:

Interior wall repairs and improvement estimates ranging from \$38-\$55k. There is enough in the reserves to cover this expense once approved.