

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION, INC.**

**NOTICE OF BOARD OF DIRECTORS ORGANIZATIONAL AND BUDGET  
APPROVAL MEETING**

**OPEN TO ALL ASSOCIATION MEMBERS**

**DATE & TIME: SATURDAY, DECEMBER 11, 2021 AT 11:30 AM  
(After the Annual Member's Meeting)**

**LOCATION: BRADENTON AREA CONVENTION CENTER  
1 HABEN BLVD, PALMETTO, FL 34221  
MANATEE ROOM**

**AGENDA**

- **CALL TO ORDER AT 11:30 AM (or, directly after annual meeting)/ QUORUM**
- **PROOF OF MEETING NOTICE**
- **APPROVE MINUTES FROM BOARD MEETING HELD ON SEPTEMBER 14, 2021.**
- **ELECTION OF OFFICERS**
- **RESOLVE TO UPDATE ALL BANK ACCOUNT SIGNERS TO REFLECT CURRENT BOARD**
- **2022 BUDGET DISCUSSION AND APPROVAL**

*Approved  
May 14, 2022*

**RIVIERA DUNES MARINA CONDOMINIUM ASSOCIATION, INC.  
ORGANIZATIONAL & 2022 BUDGET APPROVAL BOARD MEETING  
HELD ON DECEMBER 11, 2021**

**Meeting Minutes**

Location of Meeting: Manatee Room of the Bradenton Convention Center at 1 Haben Blvd., Palmetto, FL 34221

Board Members Present: Michael Harris, Barry Allen, Gary Schuster, Anthony Shoaf, Jamie Switzer

Marina Staff Present: Bill Chamberlain, Lucas Knuttel, Peggy Trotter

- 1) Meeting called to order by Michael Harris at 11:15 AM on December 11, 2021
- 2) Confirmation of Proper Noticing and Mailing of 2022 Budget by Peggy Trotter
- 3) Quorum Verified by Peggy Trotter
- 4) Minutes from Board Meeting held on 9/14/21 – Motion by Harris to approve, and seconded by Schuster, and then unanimously approval by all 5 Board members
- 5) Election of Officers

President – Michael Harris: Motion by Schuster for Michael Harris to remain President, seconded by Allen and unanimously agreed by all other Board members

Treasurer – Barry Allen: Motion by Harris for Barry Allen to remain Treasurer, seconded by Schuster and unanimously agreed by all other Board members

Secretary – Gary Schuster: Motion by Harris for Gary Schuster to remain Secretary, seconded by Allen and unanimously agreed by all other Board members

Vice Presidents – Anthony Shoaf and Jamie Switzer: Motion made by Harris, seconded by Allen and unanimously agreed by all other Board members

- 6) Resolution to update all RDMCA and RDMS&L bank accounts to reflect current Board members, removing previous Board members, with Trotter still on RDMS&L operating account, and Chamberlain remaining on any accounts he's already on and added to any as needed: Motion made by Allen, seconded by Schuster and unanimously agreed on by all Board members
- 7) 2022 Budget Approval: Motion by Harris to approve Proposed Budget as sent to members, seconded by Shoaf, and unanimously agreed to by all Board members
- 8) Adjournment: Motion made by Schuster and seconded by Shoaf. Meeting adjourned at 11:25 AM.

## **GENERAL NARRATIVE OF ORGANIZATIONAL & 2022 BUDGET APPROVAL BOARD MEETING HELD ON DECEMBER 11, 2021**

The Organizational and 2022 Budget Approval Meeting of the Board of Directors of the Riviera Dunes Marina Condominium Association was scheduled for 11:30 AM (or directly after the Annual Meeting) on Saturday, December 11, 2021 in the Manatee Room of the Bradenton Convention Center at 1 Haben Blvd, Palmetto, FL 34221. All Board members were present – Michael Harris, Barry Allen, Gary Schuster, Anthony Shoaf and Jamie Switzer. Bill Chamberlain – RDMCA's General Manager, Luke Knuttel – RDMCA Dockmaster/Assistant Manager, and Peggy Trotter - Office Manager were also present by invitation. No other slip owners attended the meeting.

Harris called the meeting to order at approximately 11:15 AM. He asked Trotter if the meeting had been properly noticed and the proposed budget mailed, as required, and she confirmed that it had been. He also asked if there was a quorum for this meeting and she confirmed that there was.

Next, Harris stated that meeting minutes from the Board meeting held on September 14, 2021 needed to be approved. There being no discussion needed, Harris made a motion to approve the minutes and Schuster seconded the motion. The meeting minutes for the September 14<sup>th</sup> Board meeting were approved unanimously by all five Board members.

Next, Harris stated that they needed to have the Election of Officers. Schuster made a motion for Michael Harris to remain as RDMCA President, Allen seconded the motion and Harris is to remain RDMCA President by unanimous vote of the rest of the Board. Harris made a motion to have Allen remain the RDMCA Treasurer, and Schuster seconded the motion. All Board members agreed unanimously to have Allen remain RDMCA's Treasurer. Harris then made a motion for Schuster to remain the RDMCA Secretary and Allen seconded the motion. All Board members agreed unanimously to keep Schuster as Secretary of the Board. Finally, Harris made a motion for both Shoaf and Switzer to be Vice Presidents of RDMCA, and Allen seconded the motion. All Board members agreed unanimously that Shoaf and Switzer will be Vice Presidents on the Board, effective immediately.



Trotter reminded the Board that they needed to resolve to update all bank accounts signers to reflect the current Board of Michael Harris, Barry Allen, Gary Schuster, Anthony Shoaf and Jamie Switzer. Allen made a motion to update all of RDMCA's and RDMS&L's bank accounts with the current Board members as signers, and to have removed any previous Board members. He said that Trotter is to remain a signer on the RDMS&L operating account, and Chamberlain is to remain on any bank accounts he is on currently and can be added as wanted by the Board to other accounts. Schuster seconded this motion, and the Board members unanimously agreed to update RDMCA and RDMS&L bank accounts to reflect current Board members, and to remove previous Board members if needed.

Harris moved onto the 2022 budget discussion and approval. He asked if everyone had reviewed and was in agreement with the proposed budget. There being no questions, Harris made a motion to approve the proposed 2022 budget that had been mailed to the members, as required, 30 days in advance of this meeting. Shoaf seconded the motion, and the Board members unanimously agreed to approve the 2022 RDMCA budget as presented to the Members. Allen did ask if the three-year Reserve Study was on schedule to be completed soon and Chamberlain confirmed that it will be completed as soon as possible in the new year.

There being no other business to discuss, Schuster made a motion to adjourn the meeting. Shoaf seconded the motion, and the Board members agreed unanimously to adjourn the Organizational and 2022 Budget Meeting at approximately 11:25 AM.

Respectfully Submitted,



Peggy Trotter  
Assistant Secretary