

**Sparkling Waters Homeowners Association (SWHA)  
Board of Directors (BOD) Meeting  
February 25, 2025**

**Participants:**

Barry Graham, President  
John Totty, Vice President  
Alicia Graham, Secretary/Treasurer  
Michael Manion, Director-at-Large

1. Meeting conducted via Google MEET video conference and commenced at 2:00 PM CT.
2. Members consented to recording. Meeting was properly noticed; see charts for details.
3. Alicia Graham briefed financial report for both the HOA and for the dock accounts per attached slides. Costs are continuing to increase across the board, plus a few new expenses: cloud storage/video conferencing and we expect a large increase in attorney fees. We did not have a surplus from last year. In fact, we used up the surpluses from the previous two years from not using the funds budgeted for attorney fees and improvements. Primary expense in 2024 was replacement of Sparkling Waters signage.
  - a. BOD approved minutes from October 13, 2024 BOD meeting.
  - b. BOD approved March 22, 2025 workday to continue replacement of dock docking with thru-flow polycarbonate boards (20 feet of new thru-flow decking at each work day), and landscaping.
  - c. BOD approved proposed agenda for the April 6, 2025 annual meeting and approved switching the due dates for slip fees and annual assessments. Slip fees will be due April 29, 2025 and annual assessments will be due June 4, 2025.
  - d. BOD voted to recommend that dues be raised by \$50 per lot to: \$600 per lot per year.
  - e. BOD was in agreement that the slip fees main portion would remain the same, but with a \$47 additional fee per slip owner to cover their share of the Submerged Land Lease renewal. The SLL renews every 10 years. It will renew again in 2035.
4. Alicia Graham took actions to update the Continuity of Operations/Transition Plan prior to the annual meeting, to immediately send out slip invoices and the annual letter from the president to all members.
5. BOD meeting adjourned at 2:30 PM CT and went into executive session for a confidential matter.

Minutes as recorded by:

-signed-  
Alicia Graham, SWHA Secretary/Treasurer

Approved by:

-signed-  
Barry Graham, SWHA President

Attachment: BoDMeetingCharts20250225.pdf

# **BOARD OF DIRECTORS MEETING FEBRUARY 25, 2025**

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Sparkling Waters Homeowner's Association

# AGENDA

- Meeting notice
- Approval of October 13<sup>th</sup>, 2024 BOD Meeting Minutes
- Spring Workday, March 15<sup>th</sup>, or 22<sup>nd</sup> 2025
- Agenda for Annual Meeting
- 2025 Budget
- Articles of Incorporation
- New Business
- Draft Disaster Plan/Continuity of Operations Plan (COOP)??

# MEETING NOTICE

- Meeting properly noticed
  - At least forty-eight hours notice to all members required
  - Posted on webpage February 4, 2025
  - Signs posted near mailboxes and entrance sign (prominent places) on February 13, 2025
- No objections to notice

# REVIEW OF MINUTES FROM OCT 13, 2024 MTG

- October 13, 2024 Draft BOD Minutes posted [HERE](#).
- Comments
- Approval

# SPRING WORKDAY AND ANNUAL MEETING

- Spring Workday, March 15<sup>th</sup> or 22<sup>nd</sup>, 2025 Discussions
- Okaloosa County Spring Break is March 14<sup>th</sup> – 23<sup>rd</sup>
- Invited Marsh Harbor and Waterford Estates to participate at Highway 98
- Annual Meeting scheduled for April 6<sup>th</sup>, 2025 at 2:15 PM

# AGENDA FOR APR 6<sup>TH</sup> ANNUAL MEETING

- Attendance
- Notice
- Update on Assoc activities
- Near term activities
- Financial report
- New business
  - Update to Articles of Incorporation and other Governing Documents
  - Change of Association Attorney
- Next meeting
- Voting Issues

# AGENDA FOR ANNUAL MEETING (CONT)

- Voting Issues
  - Waive secret vote requirement
  - To waive requirement for 2025 fidelity bond, or not
  - Approve updated Articles of Incorporation
  - To elect Officers and Board Members, if required
  - To establish date for next annual meeting



# FINANCIAL REPORT

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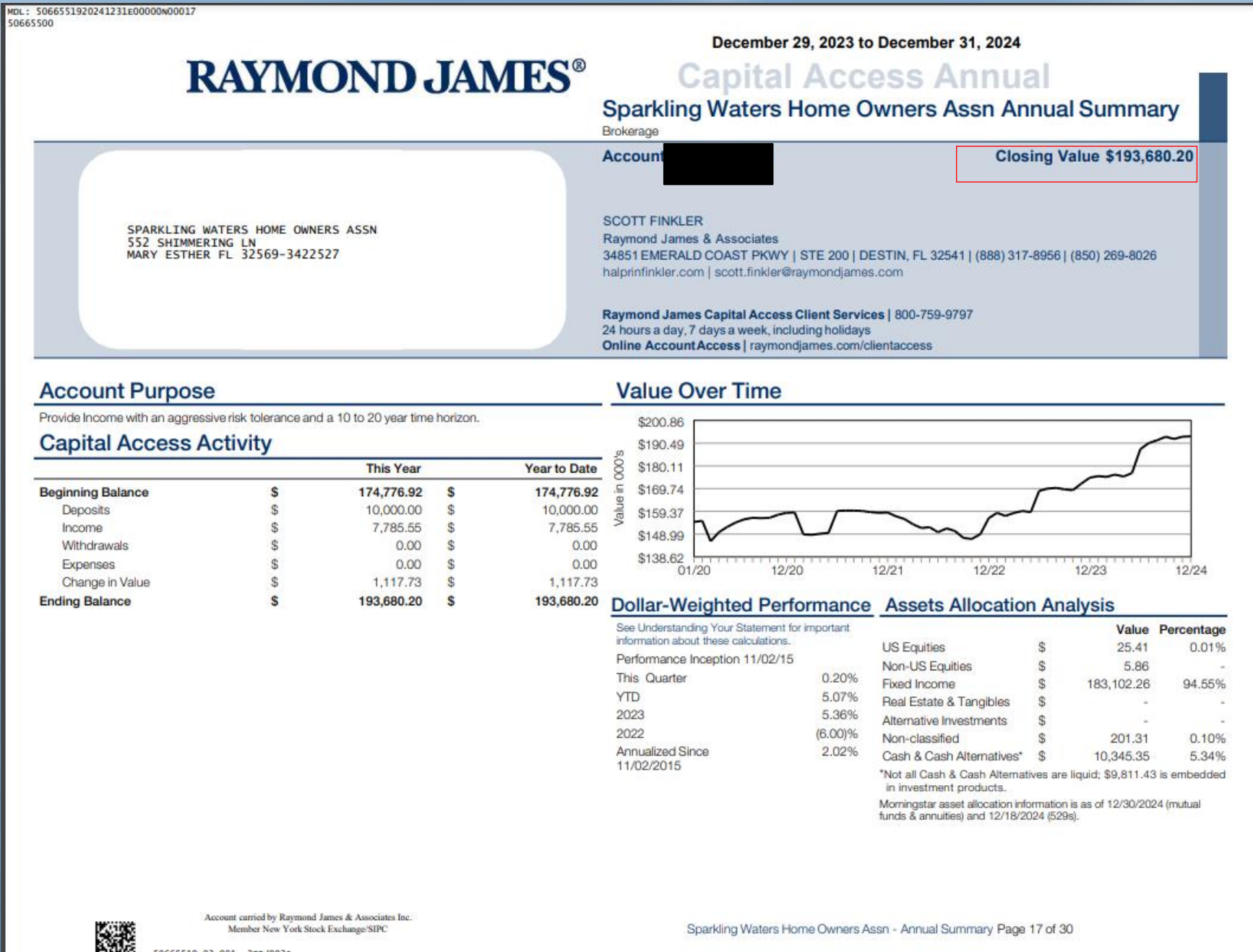
Alicia Graham  
Secretary/Treasurer

# CY2024 FINANCIAL REPORT

- Detailed Financial Report is available on <http://sparklingwatershoa.com/Documents.php>
  - Covers the period January 1, 2024 – December 31, 2024
  - If interested in downloading or reviewing, just request password
- Four accounts
  - HOA Checking
  - HOA Reserve Funds (Investment Account)
  - Dock Checking
  - Dock Reserve Funds (Sinking Fund, also an Investment Account)

# MAIN INVESTMENT ACCT AS OF DEC 31, 2024 (GOAL - \$250K)

“Interest rates and bonds often move in opposite directions. When rates rise, bond prices usually fall, and vice versa.”  
Charles Schwab



# DOCK SINKING FUND AS OF DEC 31, 2024 (GOAL - \$60K)

MDL : 5066551920241231E00000N0007  
50665519

RAYMOND JAMES®

December 29, 2023 to December 31, 2024

## Capital Access Annual Sparkling Waters Dock Fund Annual Summary

Brokerage

Account No. [REDACTED]

Closing Value \$22,428.53

SPARKLING WATERS HOME OWNERS ASSN  
552 SHIMMERING LN  
MARY ESTHER FL 32569-3422527

SCOTT FINKLER  
Raymond James & Associates  
34851 EMERALD COAST PKWY | STE 200 | DESTIN, FL 32541 | (888) 317-8956 | (850) 269-8026  
halprinfinkler.com | scott.finkler@raymondjames.com

Raymond James Capital Access Client Services | 800-759-9797  
24 hours a day, 7 days a week, including holidays  
Online Account Access | raymondjames.com/clientaccess

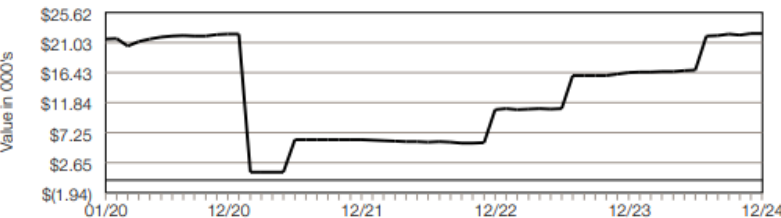
### Account Purpose

Provide income with an aggressive risk tolerance and a 10 to 20 year time horizon.

### Capital Access Activity

		This Year		Year to Date
Beginning Balance	\$	16,451.71	\$	16,451.71
Deposits	\$	5,000.00	\$	5,000.00
Income	\$	889.36	\$	889.36
Withdrawals	\$	0.00	\$	0.00
Expenses	\$	0.00	\$	0.00
Change in Value	\$	87.46	\$	87.46
Ending Balance	\$	22,428.53	\$	22,428.53

### Value Over Time



### Dollar-Weighted Performance

See Understanding Your Statement for important information about these calculations.

Performance Inception 11/02/15

This Quarter	0.32%
YTD	5.19%
2023	5.17%
2022	(6.48)%
Annualized Since 11/02/2015	2.67%

### Assets Allocation Analysis

	Value	Percentage
US Equities	\$ 13.94	0.06%
Non-US Equities	\$ 3.22	0.01%
Fixed Income	\$ 13,023.44	58.08%
Real Estate & Tangibles	\$ -	-
Alternative Investments	\$ -	-
Non-classified	\$ 110.48	0.49%
Cash & Cash Alternatives*	\$ 9,277.46	41.36%

\*Not all Cash & Cash Alternatives are liquid; \$3,914.47 is embedded in investment products.

Morningstar asset allocation information is as of 12/30/2024 (mutual funds & annuities) and 12/18/2024 (529s).



Account carried by Raymond James & Associates Inc.  
Member New York Stock Exchange/SIPC

50665519-93-001 3FR/0033

# SWHA PREVIOUS BUDGET

## MAY 2024-APRIL 2025

<b>Administrative/Attorney Costs</b>	<b>\$ 1,236.25</b>
<b>Insurance</b>	<b>\$ 2,002.00</b>
<b>Utilities</b>	<b>\$ 2,600.00</b>
<b>SWHA Partial Share of Dock Operating Costs</b>	<b>\$ 150.00</b>
<b>Street Maintenance and Repair Fund</b>	<b>\$ 10,000.00</b>
<b>Remaining Allocations</b>	<b>\$ 5,500.00</b>
<b>Total:</b>	<b>\$ 21,488.25</b>
<b>Number of Lots</b>	<b>42</b>
<b>Average per Lot Assessment</b>	<b>\$ 511.63</b>

20 members paid full amount (\$550) last year. Assuming the trend continues in 2024.



# PREVIOUS BUDGET VS. ACTUALS MAY 24 –APR 25

Expenses (May 24 – Apr 25)	Budgeted	Actuals
FP&L (Street Lights)	2,600.00	2,334.58
State filing fee	61.25	61.25
Administrative (postage, signage, office supplies, website, cloud storage)	761.32	609.86
Picnic	300.00	212.28
Attorney Fees	1,175.00	3,684.00
Construction supplies, landscaping, new signs, thru-flow decking, PVC, etc.	4,500.00	5,410.62
Liability Insurance	2,022.02	2,022.02
Common Dock Expenses (SWHA Share)	150.00	150.00
<b>TOTAL EXPENSES:</b>	<b>11,569.59</b>	<b>14,334.61</b>
Reserve Budget for Street Repairs (Investment Acct)	10,000.00	10,000.00

# CURRENT BALANCES AS OF 2/25/2025

<b>2/25/2025 Balance Main Checking Acct</b>	<b>10,835.44</b>
<b>2/25/2025 Balance Dock Checking Acct</b>	<b>3,066.99</b>
<b>Balance Main Ray James Investment Acct (as of 1/31/25)</b>	<b>193,680.20</b>
<b>Balance Dock Ray James Investment Acct (as of 1/31/25)</b>	<b>22,599.09</b>

# FINANCIAL REPORT

## Projected Operating Budget (May 25 - Apr 26)

• Insurance	1,862.44
• Administrative (postage, signage, supplies, website, cloud storage)	900.00
• Filing Fee (due by May 1st)	61.25
• Picnic	200.00
• Utilities (Streetlights and Gazebo)	2,600.00
• Attorney Retainer (due by Jan 1st)	225.00
• SWHA Share of Dock Costs/ SLL Fees	391.00
• Improvements (e.g. road repair, etc.)	1,000.00
• Attorney (Articles of Incorporation, etc. update)	2,000.00
• Workdays (Landscaping, thru-flow upgrade)	4,500.00
Reserves: Road Repair Investment Account	10,000.00
• Total Projected Operating Expenses/Reserves:	\$23,739.69



# SWHA PROJECTED EXPENSES

## MAY 2025-APRIL 2026

Insurance	\$ 1,862.44
Administrative/Filing Fee/Picnic	\$ 1,161.25
Utilities	\$ 2,600.00
Attorney Costs	\$ 2,225.00
SWHA Share of Dock Costs	\$ 360.00
Street Maintenance and Repair Fund	\$ 10,000.00
Improvements	\$ 5,500.00
Total:	\$ 23,739.69
Number of Lots	42
Min. Needed Average per Lot Assessment	\$ 565.23

Average  
\$21,600 per  
year in  
collections.  
Overage is  
\$ 2,139.69  
÷42 =  
**\$50.95**

# BOAT SLIP FEES DUE **APRIL 29, 2025**

## Projected Operating Budget (May 25- Apr 26)

Repairs	100.00
SLL Renewal Share (renews every 10 years on May 4th)	47.00
Insurance	25.00
1/13 <sup>th</sup> Water Usage	17.00
Power Base Charge	43.00
Operating Expenses Subtotal	232.00

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Contribution to Dock Reserve Fund	420.00
<b>TOTAL</b>	<b>652.00</b>

Lift Power Fees (for slips with lifts)	+ 6.00*
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*\*Will continue to monitor power usage for spikes and reassess if needed.*

# UPDATING ARTICLES OF INCORPORATION

- Recent work by Association Attorney, Becker and Poliakoff shows that current Articles of Incorporation are woefully out of date and must be updated
- Other Governing Documents (Covenants and By-Laws) also need to be updated
- This will be an expensive proposition, but other than the Articles of Incorporation, is not time-critical and can be done over a couple of years
- Need to allocate more funds in the budget for the Association Attorney

# CHANGE OF ASSOCIATION ATTORNEY

- Due to disagreements with the current Association Attorney, we will be engaging a new attorney this year
- We will search for a small, local firm with Community Association experience
- Will make changes to the Governing Documents through this new attorney

# NEW BUSINESS

- New business from the Directors
  - Training and Certification
    - Per HB 1203, a director of an association that has fewer than 2,500 parcels must complete at least 4 hours of continuing education annually and retake certification course every 4 years.
    - All four directors have completed required 2024 training, but not 2025 training
    - Need to reverse due dates for assessments and slip fees. New due date for assessments is June 4<sup>th</sup>. New due date for slip fees is April 29<sup>th</sup>.
- Report on Home sales, new owners
- New business from the Members

# HOME SALES – NEW OWNERS

- 585 Radiant Cir (B-9) house from Milliken to Van Tuyl 3/14/2024
- 580 Radiant Cir (A-16) lot from Gusoff to Boening 8/16/2024
- 578 Radiant Cir (A-17) house from Akins to Graves 9/30/2024
- 582 Radiant Cir (A-15) house from Gusoff to Schooley Pending

# BACKUP SLIDES

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# DRAFT CONTINUITY OF OPERATIONS PLAN/TRANSITION PLAN

- Ready for review; review for:
  - Needed additional content, or
  - Substantive changes
- Format will undergo a major change
- Purpose
  - Continuity of Operations – Disaster (natural or man-made: fire, storm, flooding, etc.)
  - Continuity of Operations – Officer Succession (due to death, disability, or unavailability)
  - Transition Planning: Natural and planned changing of officers due to elections and retirements



# SCHEDULE FOR CONTINUITY OF OPERATIONS/TRANSITION PLAN

Recommendation:

- Complete Draft Disaster Plan/Continuity of Operations Plan by end of February 2024 and present final plan to membership at April 14, 2024 meeting.

# DRAFT CONTINUITY OF OPERATIONS PLAN/TRANSITION PLAN (CONT)

- Part I: Continuity of Operations Planning: Disaster
  - Sections: Introduction, Critical Functions, Internal Communications, Alternate Facilities, Family Emergency Plans
- Part II: Continuity of Operations Planning: Officer Succession
  - Sections: Introduction, Orders of Succession, Delegation of Authority, Officer Authorities and Duties, Plan Deactivation after Emergency has Passed
- Part III: Transition Planning
  - Sections: Introduction, Planned /Permanent Officer/Director Transition, Preparation of Incoming Officers/Directors, Items to be Passed/Transferred to Incoming Officers/Directors, In-processing/Out-processing Checklists
- [Restricted Addendum](#) with financial and personally sensitive info (e.g. acct numbers, next-of-kin) etc.