



790 Christina Drive | St. Augustine, FL 32086 | 904-797-6441  
[www.staugshores.net](http://www.staugshores.net)

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ANNUAL MEETING PACKET  
MAY 3, 2024**

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**NOTICE TO ASSOCIATION MEMBERS OF  
ANNUAL MEETING OF BOARD OF DIRECTORS**

**NOTICE IS HEREBY GIVEN** that an annual meeting of the Board of Directors of St. Augustine Shores Service Corporation will be held at the following date, time, and place:

Place of Meeting: Riverview Club  
790 Christina Drive  
St. Augustine, FL 32086

Date of Meeting: May 3, 2024

Time of Meeting: 10:00AM EST

**AGENDA**

The order of business for the annual meeting of the Board of Directors shall be:

1. Call to Order
2. Pledge
3. Moment of Silence
4. Roll Call
5. Proof of Notice of Meeting
6. Presidents Report
7. Treasurer's Report
8. Member Remarks
9. Adjournment

*Mary Jenson*

Mary Jenson  
HOA Board President

Date: 3/26/24



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**NOTICE TO ASSOCIATION MEMBERS OF  
MEETING OF BOARD OF DIRECTORS**

**NOTICE IS HEREBY GIVEN** that a meeting of the Board of Directors of St. Augustine Shores Service Corporation will be held at the following date, time, and place:

Place of Meeting: Riverview Club  
790 Christina Drive  
St. Augustine, FL 32086

Date of Meeting: May 3, 2024

Time of Meeting: Immediately Following the Adjournment of the Annual Meeting

**AGENDA**

The order of business for the meeting of the Board of Directors shall be:

1. Call to Order
2. Roll Call
3. Election of Officers
4. Adjournment

*Mary Jenson*

Mary Jenson  
HOA Board President

Date: 3/26/24



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## PRESIDENT'S LETTER

Dear Homeowner(s),

The past year in the Shores has certainly been one for the history books! We have made incredible progress in so many areas of the Shores community including:

- Installation of a new roof on the Riverview Club main building, the pool bath house and the pool pump house. We are proud to now have a leak-free roof for our community clubhouse.
- Restoration and renovation of the Riverview Clubhouse following mold remediation. The renovations included a new heating, ventilation, and air conditioning (HVAC) system, new flooring, replaced and raised ceilings, updated electrical work and decorative and functional lighting. We expanded the windows on the east side of the building to transform the Riverview Club into a club with an actual river view! We replaced the doors from the ballroom to the pool deck with expansive picture windows overlooking the swimming pool and intercoastal, which corrected the water intrusion issue. We now have both a beautiful and healthy clubhouse that our homeowners can enjoy and a highly desirable rental facility. This rental income is critical to enabling and maintaining the relatively low monthly HOA fees that our members expect. Featuring a grand ballroom, a mini ballroom, a resource room, a conference room, and a full-service HOA office, the Riverview Club is now the crown jewel of the Shores community and a St. Augustine special occasion destination.
- Repaired the results of years of deferred maintenance on the swimming pool at Riverview Club to ensure a safe and clean pool for all members.
- Restructured the HOA office with new technology, software, telephone system, credit card processing system, and reorganized the workflow to improve service to our members.
- Improved communication to our members with a user friendly website, a monthly newsletter, and monthly HOA Board meetings, all of which provide useful information for homeowners.
- Repaired a non-functioning building alarm system, fire protection system, and camera monitoring system.
- Coordinated efforts to bring residents with specific skills and talents together to volunteer within the community and address priority improvements on topics such as grounds, governing documents, amenities, activities and financial processes, to name a few.



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I want to thank all the residents who significantly helped us in getting an incredible amount of work done in a short period of time. I'd also like to thank everyone for their patience while this work was in progress.

As a community and a Board we have accomplished so much and we still have more to do. We are thrilled to have passed a budget for 2024-2025 that accurately reflects changes in our income and expenses. The next (12) months will be a time to reset, realign and restart.

We will be focusing our attention on addressing drainage issues, improving the RV/Boat compound, and continuing to improve our amenities and services for our members. As a community, we will be inconvenienced at times with the widening of Shores Blvd, but the result will better accommodate the growth and development in our community. Help us with welcoming our new neighbors in Sabal Estates who are beginning to explore our beautiful community. This development is scheduled to become part of the Master Association in the fall of 2024.

The Shores is a wonderful place to live and I'm filled with both gratitude for what has happened in the last year and optimism for what lies ahead. I hope that you enjoy the improvements in our neighborhood and have a happy and healthy year.

Sincerely,

*Mary Jenson*

Mary Jenson  
HOA Board President



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## MANAGEMENT LETTER

Dear Resident(s),

Wow! What a year it has been! I am so grateful to have spent the past (10) months as your Community Association Manager. Under my management, we've accomplished so much as a community. Here's the top twenty (20) accomplishments this year:

1. Completed major swimming pool repairs due to deferred maintenance.
2. Completed mold remediation and renovations at clubhouse.
3. Repaired the outdated access control system at the pier, pool, RV/Boat compound, and tennis courts.
4. Repaired and added onto the existing camera surveillance system at Riverview Club to accommodate additional cameras which will provide greater exposure to areas frequently targeted by vandalism.
5. Repaired the club bathroom faucets so every sink now works with both hot and cold water.
6. Replaced the internet modem, wireless access points, and service plan to combat an ineffective and intermittent internet service at the clubhouse.
7. Replaced the outdated and non-functioning fire alarm system and burglar system.
8. Replaced the office telephone system so all (5) office employees have their own phone line.
9. Ensured the successful completion of the annual audit as required.
10. Ensured the successful completion of the 5-year reserve study by Dreux Isaac & Associates.
11. Implemented the recovery process and procedures of aged accounts receivables (unpaid HOA dues) by outsourcing collections for faster recovery time.
12. Upgraded HOA Software for the first time in over 10 years to provide better functionality and efficiency in processing daily HOA requests from homeowners.
13. Implemented and designed a new monthly Community Newsletter.
14. Reinforced the Deed Restrictions and Governing Documents to maximize property value and maintain compliance within the community.
15. Regularly scheduled property inspections to address reported deed violations.
16. Increased revenue sources through the Riverview Club rentals program, office fees, and estoppel fees.
17. Repaired and replaced parking signage at the Riverview Club.
18. Repaired and replaced parking bollards at the baseball and tennis fields.
19. Ensured completion of tree trimming at Riverview Club and RV/Boat Compound.
20. Created a priority list of future landscaping projects to enhance the natural beauty of the neighborhood.

I look forward to another rewarding and successful year at the Shores HOA.

Sincerely,

*Shanna Fredrickson*

Shanna Fredrickson, CAM



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## INSTRUCTIONS FOR RETURNING YOUR ATTENDANCE PROXY

### The Proxy Form (GREEN FORM)

All property owners should be represented at the Annual Association Meeting each year, either in person or by completing and submitting a green proxy form.

While we strive to have all property owners in attendance, it is required by the Association By-Laws that a quorum of at least 15% of the Association Members (also known as property owners) are represented or there can be no Annual Meeting.

- **STEP 1: COMPLETE THE ENCLOSED GREEN PROXY FORM AND SEAL IN THE RETURN ENVELOPE** (*yes, please complete this even if you plan to attend in person*).
- **STEP 2: RETURN YOUR COMPLETED GREEN PROXY FORM AND ENVELOPE TO THE HOA OFFICE BY DROP OFF OR MAIL IN.**
- **STEP 3: ONLY FOR PROPERTY OWNERS WHO DO NOT PLAN TO ATTEND THE MEETING AND WISH TO HAVE A SUBSTITUTION OF PROXY** To assign your proxy to someone other than the Secretary of the Corporation complete the bottom portion of the green proxy form by printing the substitute's name in the space provided, and then sign and date the proxy form giving permission for someone else to represent you at the Annual Meeting.
- **PROXIES ARE DUE IN THE HOA OFFICE BY 4PM ON MAY 2<sup>nd</sup>, 2024.**



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## AUDIT NOTICE

The Complete Audit Report done by our Independent Auditors is available per your written request at no charge. If you would like a copy of the report, our office can provide you an email copy or a hard copy. Please write us at:

St. Augustine Shores Service Corporation  
790 Christina Drive  
St. Augustine, FL 32086

This action has become necessary to reduce the cost of the printing and mailing of the annual packet. The Board of Directors feels it is very important and prudent to reduce costs when possible.

► Effective **July 1, 2024**, there will be an increase of \$.95 to the monthly Homeowner's Association dues. The new monthly HOA dues will be **\$32.75 per month.**

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