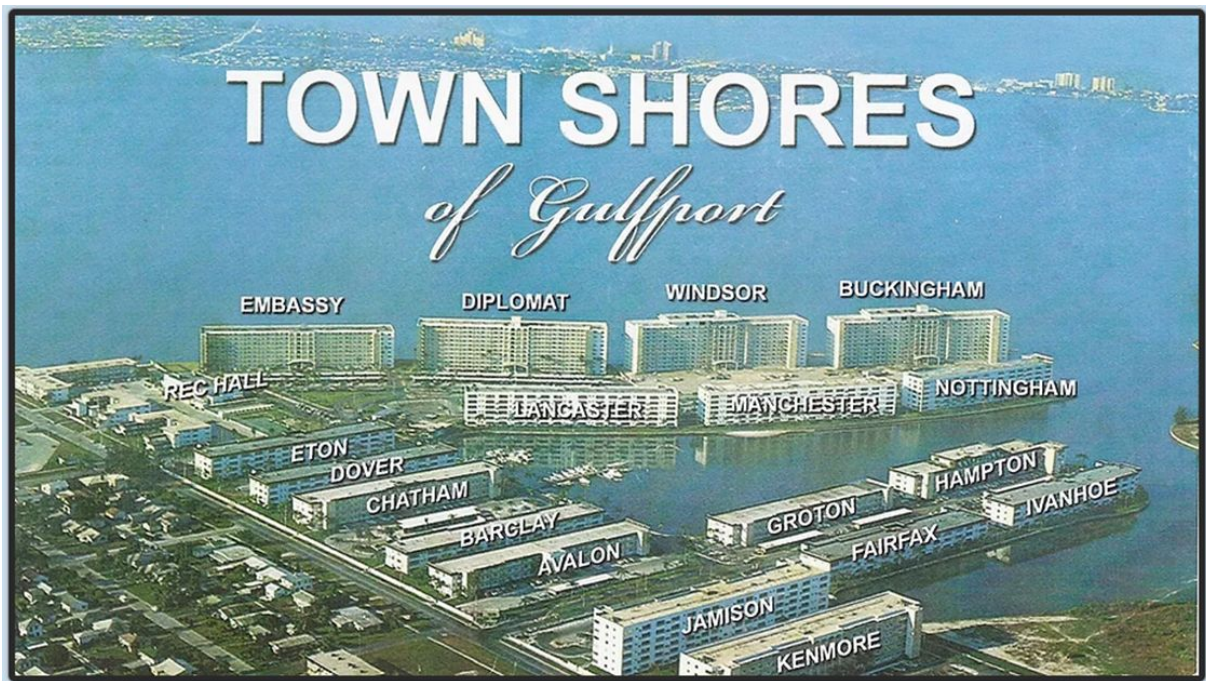




**Delegate Notes
for Master Association
Board Meetings**

Delegate Notes:

This information is designed to help new Eton Building Delegates understand what the Master Association (MA) is, how the MA board meetings operate and what areas are defined as Master Association common areas.



Town Shores:

- Is composed of 18 buildings - each with its own Not-For-Profit corporation and a building board of directors that manages and maintains their building
- It also includes Common Areas (such as club house, docks, pools, etc.) that are managed and maintained by the Master Association Not-For-Profit corporation
- The Master Association Board of Directors is made up of representatives called Delegates from each building
- Each building has 2 Delegates that participate in the Master Association Board meetings that govern the operations of the corporation (Total of 36 Delegates)
- Each building also has 2 Alternates that can substitute for their Delegates if they are unable to attend a Board Meeting
- Four Officers (President, Vice President, Treasurer and Secretary) are elected from the ranks of the Delegates to conduct day-to-day operations.
- MA Officers serve for two (2) years. President & Secretary are elected during one year and Vice President & Treasurer are elected the following year so there always an overlap for continuity
- Master Association business is conducted at Board Meetings that are scheduled as needed.
- Robert's Rules of Order is used as a reference for procedures and protocol

Delegate Duties:

- When a MA Board meeting is scheduled, you will receive an email with an agenda and associated informational materials. There will also be 2 Delegate envelopes containing all relevant materials in the Eton mailbox at the Club House
- If you have a conflict with the meeting time, contact one of the Alternates Delegates to see if they can cover the meeting. If both Alternate Delegates are not available for the meeting, one of the primary Delegates can notify the Master Association Officers that a temporary Delegate will be attending on behalf of the Eton building. This temporary Delegate can be any unit owner in Eton building.
- Agenda and associated informational materials should be communicated to the building owners
- Read informational materials prior to attending the meeting so you can actively participate in the meeting
- When a vote is called, your vote should represent the building's viewpoint
- You will be given a card with **YES** vote on one side and **NO** vote on the other side. When voting is called, hold up the side of the card that shows your choice
- Once a decision has been determined, you are responsible to support that decision regardless of how you voted
- During the meeting you should treat everyone with respect
- Ensure your electronic devices are silenced

Governing documents for the Master Association are:

- [Master Association Blue Book](#)
- [Master Association Rules & Regulations \(pg 24 - 31\)](#)
- [Florida Statute 617](#)
- [Florida Statute 718](#)

Town Shore website - www.townshorescommunity.com

Sample Meeting Agenda



**MASTER ASSOCIATION BOARD MEETING
TUESDAY, 8/22/23
10 A.M. EDT
CLUBHOUSE AUDITORIUM**

AGENDA

Call to Order – Irene Gernon, Association President

Pledge of Allegiance

Roll Call

Approval of May 2, 2023 Master Meeting Minutes

Officers'/Manager's Reports

- President's Report – Irene Gernon
- VP 's Report - Betsy Sierra
- Treasurer's Report – Terry Libich
- Property Manager's Report – Roger Bell

- Dock Committee Report – Betsy Sierra, Chair

Three (3) minute open mic for each unit owner attendee who has signed up (in the office) wishing to speak on either (or both) of the agenda items below (sign-up opportunity expires Monday, 8/21 @ noon)

- Approval of Natural Gas Fixed Price Proposal: Irene Gernon – **Vote**
 - Discussion
 - Vote

- Approval of Master Association 2024 Proposed Budget: Terry Libich and Roger Bell - **Vote**
 - Discussion
 - Vote

Adjournment

The 3 minute open mic allows unit owners to voice their opinion on an agenda item prior to discussion by the MA board. Delegates speak during the Discussion agenda item.

Master Association Finances

The Master Association budget is prepared and presented in the month of August.

- Delegates will receive a copy of the proposed budget
- Delegates should review the budget information and be prepared to discuss during the Budget Master Association meeting
- Be aware that decisions made during the Budget meeting will directly affect the Eton budget as the Masters per Door Fee

Fiduciary Duty of Board Members

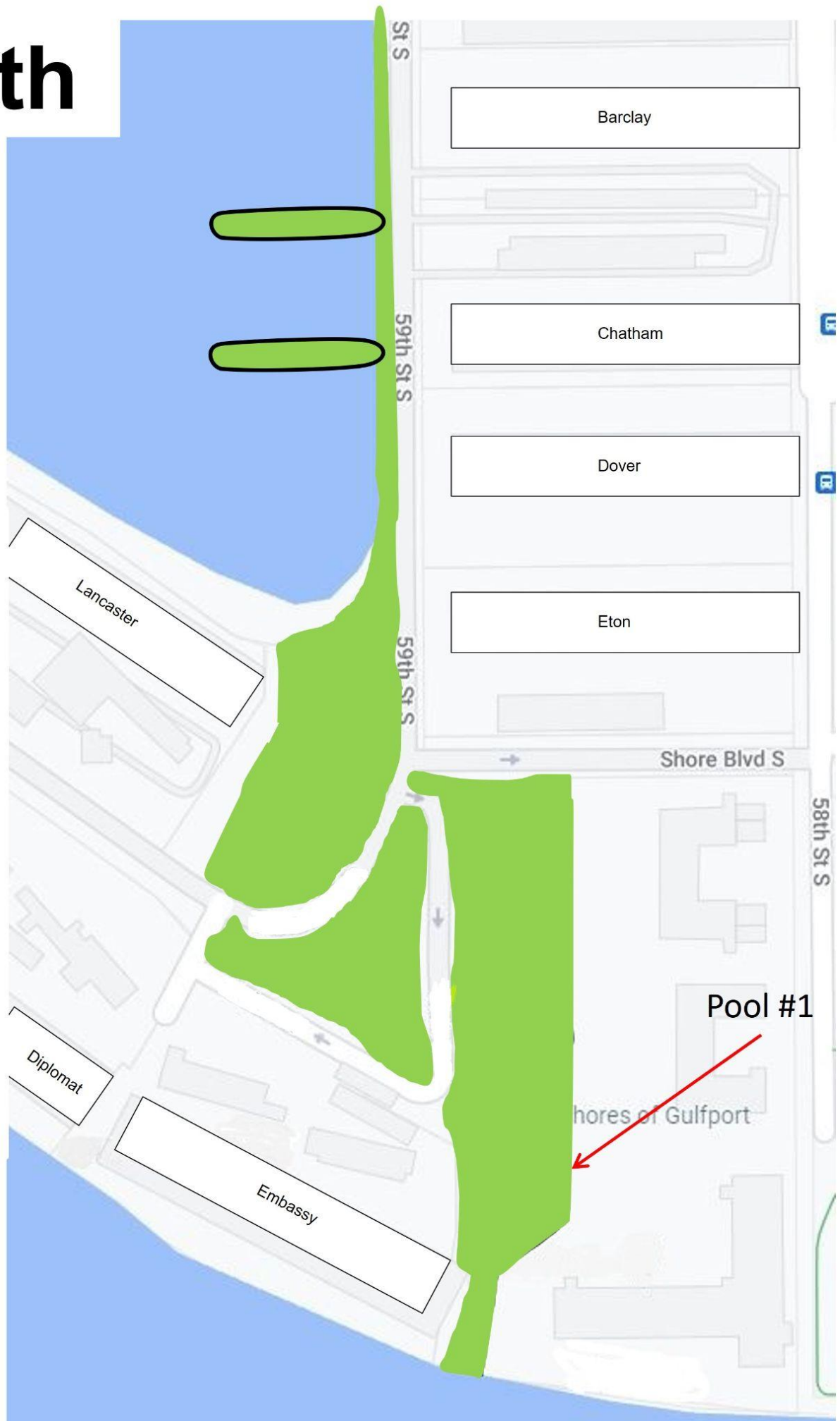
All Board of Directors (Officers & Delegates) have a fiduciary duty as they are legally responsible for managing the assets of the association. This includes:

- **Duty of Care** - Give the same care and concern to board responsibilities as any prudent or ordinary person.
- **Duty of Loyalty** - means that board directors must place the interests of the organization ahead of their own interests at all times.
- **Duty of Obedience** - means that board directors ensure that the association is abiding by all applicable laws and regulations and doesn't engage in illegal or unauthorized activities.

Town Shores Property

- Each building owns the property surrounding their buildings as designated in their Declaration documents
- Diagrams on the following pages show the Master Association Common Areas highlighted in green
- City of Gulfport owns the streets as follows:
 - 59th St. South from the entrance by Kenmore to Shore Boulevard South
 - Shore Boulevard South from 58th St S to 59th St S
 - 30th Ave. South from from 58th St S to 59th St S
- Streets beyond those designated above are owned by the adjacent buildings

South



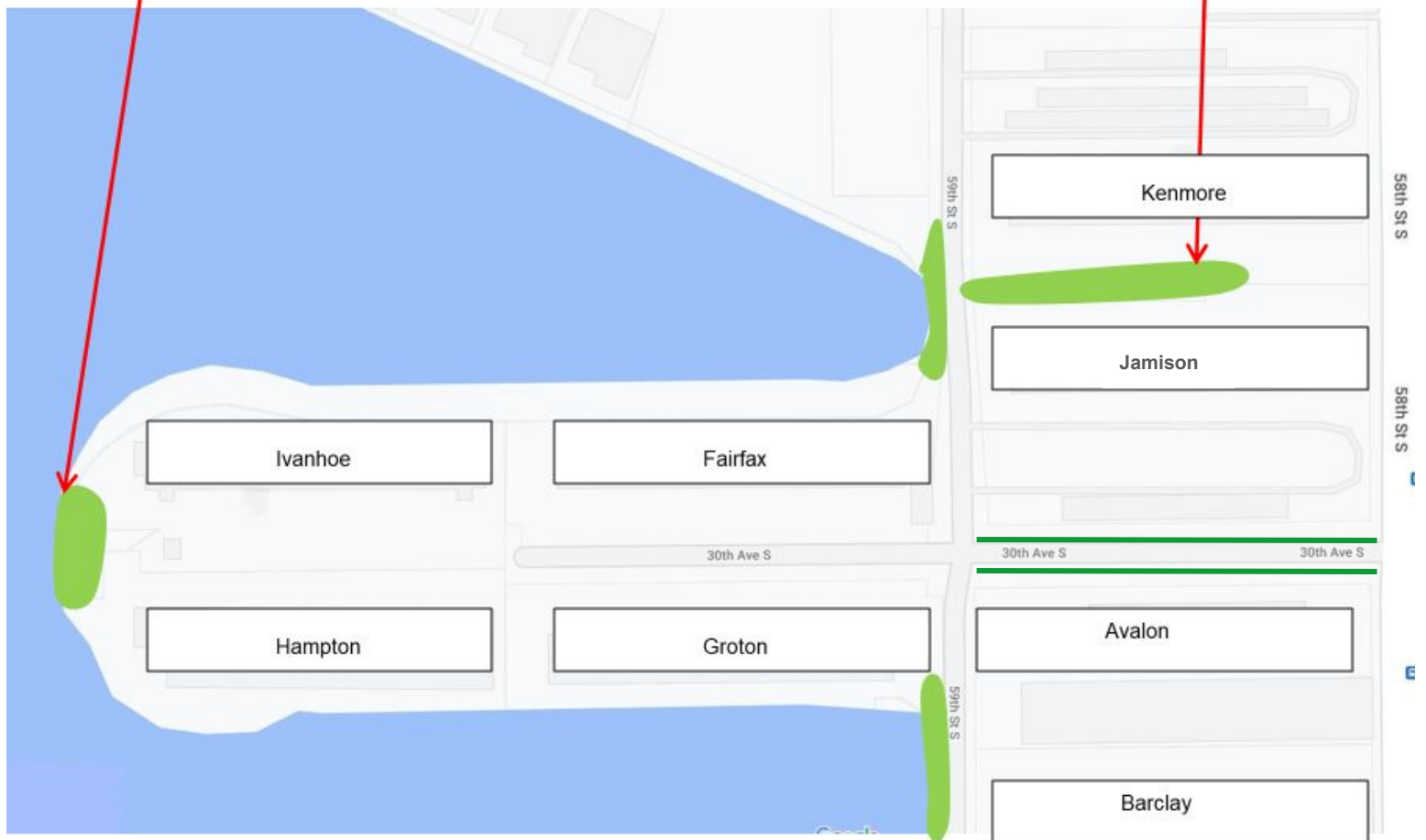
Common Area:

- Docks
- Park area along 59th St S
- Paradise Park
- Maintenance area
- Barbeque areas
- Dog Park
- Celebration Park
- Sports courts
- Club House
- Kayak storage
- Pool #1
- Dolphin Park
- Seawall associated with common areas

North

Pool #3

Pool #2



Common Areas include:

- Pool #2
- Pool #3
- Park area along 59th St S
- Seawall associated with common areas

West

Pool #4



Common Areas include:

- Pool #4
- Manatee Park
- Seawall associated with common areas