



BIRCH PARK BEACH

HOMEOWNERS ASSOCIATION

P.O. BOX 480383

Fort Lauderdale, FL 33348-0383

<https://birchparkbeachhoa.org>

HOA BOARD MEETING

August 19, 2025 at 6:00 PM

VIRTUAL

MINUTES

- I. **Call to Order and Roll Call:** Brian Donaldson, President, called the meeting to order and Kim Couto conducted the roll call, noting the absences of Gustavo Sorgente, Dean Myerow, Michael Goch, and Jacob Peart.
- II. **Approval of Minutes:** Corrected Annual Meeting minutes from 05-20-2025. Sharon Tiberio made the motion to approve the corrected minutes and Jeff Scholes seconded the motion. Roll was called and the motion passed unanimously.
- III. **Treasurer's Report:** Dr. Sharon Tiberio, Treasurer, provided the HOA treasury balance of \$37867.01 with a total of 106 members. Kim Couto made the motion to approve the minutes and Jeff Scholes seconded the motion. The Treasurer's report passed unanimously.
- IV. **100-Year Anniversary Celebration:** Brian initiated a comprehensive discussion with Board members Kim, Jeff, Sharon, and Josh regarding the logistics, venue, timeline, and responsibilities for the upcoming 100-year anniversary party, including feedback on venue options, event structure, and division of planning tasks.
 - A. **Date and Hours:** Suggested February 1, 2026 between 12:00-3:00pm
 - B. **RSVP:** The preliminary email poll indicated 70 adults and seven children would attend.
 - C. **Venue Selection and City Requirements:** Brian shared that Kate Nelson offered the use of her lots on 16th Court as a potential venue, which could save \$500 compared to hosting on the beach. The Board discussed pros and cons, including accessibility, wind, sand, and logistics. Brian will follow up with Kate to confirm the lot's readiness and suitability.
 - D. **Event Logistics and Timeline:** Brian explained that City permits and applications must be submitted at least 90 days in advance, setting a deadline of November 1st for final decisions. The Board agreed to make key decisions at the September meeting and possibly hold an in-person October meeting to interview vendors.



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- E. **Food, Beverage and Entertainment Planning:** The Board discussed catering options, favoring food trucks for ease and variety, and considered live music over a DJ, with Josh and Jeff volunteering to research entertainment options. Kim volunteered to oversee food, drinks, and servers, while Sharon and Brian took on logistics.
 - F. **Branding (Signs, Name Tags, Wrist Bands, etc.):** Jeff will take on branding options as well as Chair the entire event as the project manager.
 - G. **Logistics:** Brian and Sharon will work together. Logistics covers Security, Permits, Parking, Tables, Tents, Porta Potties.
 - H. **Discussion of Raffle and Fundraising Activities:** Josh suggested a 50/50 raffle as a potential fundraising activity for the party, prompting Brian to agree to check with the City Attorney about legal requirements and alternatives, with the Board considering prize raffles if the 50/50 raffle is not permitted.
 - I. **Division of Responsibilities and Documentation:** Kim proposed creating a Google Doc to track planning details and assigned roles: Kim for food and drinks, Josh for entertainment and games, Jeff for branding and historical displays, and Sharon and Brian for logistics. Jeff was appointed Chair of the Event Planning Committee.
 - J. **Future Meetings and Vendor Interviews:** The Board agreed to hold additional virtual meetings as needed and to plan an in-person October meeting to interview food and entertainment vendors, ensuring transparency and Board approval before contracts are awarded.
- V. **Celebration Follow Up Tasks:**
- A. **Anniversary Party Venue Confirmation:** Follow up with Kate Nelson to confirm if the lot will be cleared and suitable for hosting the 100-year anniversary party, and communicate the decision to the Board. **(Brian)**
 - B. **City Permit and Application Requirements:** Contact the City to clarify permit requirements, application fees, and deadlines for the event, including the possibility of closing 16th Court and obtaining security arrangements. **(Brian)**
 - C. **50/50 Raffle Legality:** Check with the City Attorney to determine if a 50/50 raffle is permitted for the event. **(Brian)**
 - D. **Food Truck and Entertainment Vendor Research:** Research and contact potential food truck and entertainment vendors, gather options and pricing, and prepare for Board



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review and possible in-person interviews in October. **(Josh, Kim)**

- E. **Music Vendor List Acquisition:** Obtain a list of live music performers from the Pelican and Briny Club for consideration as entertainment at the event. **(Josh)**
- F. **Historical Neighborhood Materials:** Coordinate with the historic board to obtain aerial photos and other historical materials for display at the anniversary party. **(Brian or Jeff)**
- G. **Event Branding and Signage:** Develop branding materials, including signs, wristbands, name tags (with years of residency), and historical posters for the event. **(Jeffrey)**
- H. **Board Member Task Assignment:** Send an email to all Board members summarizing assigned responsibilities and inviting additional volunteers for specific event planning areas. **(Brian)**

VI. Adjourn

ATTACHMENTS:  **100 Anniversary Party Details**

Submitted by Kim Couto, Secretary

2025-2026 Board Members

14 th Court:	Gustavo Sorgente
15 th Street:	Kim Couto, <i>Secretary</i>
15 th Court:	Dean Myerow
16 th Street:	Brian Donaldson, <i>President</i>
16 th Court:	Sharon Tiberio, <i>Treasurer</i>
16 th Place:	Michael Goch
17 th Street:	Jeff Scholes, <i>Vice President</i>
17 th Court:	Jacob Peart
18 th Street:	Josh Bellus