

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

SUBJECT: Minutes of the Board of Directors Meeting

DATE: Friday, March 27, 2009

TIME: 3:00 P.M.

PLACE: Federation Conference Room

PRESENT: ROXINE ARCHBALD CARMELITA GRAY MICHELLE JOLLY
ALICE GALLAGHER HANK HOSMAN HAROLD SCOTT

1. **Opening/Establish a Quorum** – A quorum was established with six members present, and the President, Hank Hosman, called the meeting to order.
2. **Minutes**
 - A. **Approve the January 16, 2009 Board Meeting Minutes** – The Minutes were approved as presented. Motion by Hank Hosman, seconded by Michelle Jolly, passed unanimously.
 - B. **Approve the February 4, 2009 Annual Meeting Minutes for Distribution to Residents** – The Minutes were approved for distribution as presented. Motion by Michelle Jolly, seconded by Carmelita Gray, passed unanimously.
 - C. **Approve the February 4, 2009 reorganization Board Meeting Minutes** – The Minutes were approved as presented. Motion by Harold Scott, seconded by Carmelita Gray, passed unanimously.
3. **Treasurer's Report** – Carmelita Gray reviewed the report dated January 25, 2009 in detail and it was approved as presented. Motion made by Harold Scott, seconded by Alice Gallagher, passed unanimously. Hank Hosman reported he sent a letter on February 27, 2009 to Amanda VanHooser at Sterling to move monies from the previous year's Surplus account to the General Reserves, leaving some money in that account to cover any shortfall that might occur in the current year's account. He also requested that the interest monies be put in the reserve accounts as follows: 30% Painting, 50% Roofing and 20% Paving.
4. **Committee Reports** – There were no committee reports.
5. **Unfinished Business**
 - A. **Signage Decorations** – After some discussion, as time permits, Alice Gallagher and Michelle Jolly will investigate some possibilities. The subject was tabled until a later meeting.
 - B. **Legal Fees Associated with Proposed Amendments** – Hank Hosman received an invoice in the amount of \$812.50. Motion made to pay the invoice, made by Harold Scott, seconded by Roxine Archbald, passed unanimously.
 - C. **Driveway Repair** – Hank Hosman reported the contractors reduced their price, completed their scope of work and have been paid in full. This completes Phase I of the Driveway Project.

- D. **Painting Contract** – Hank Hosman outlined the present status and the proposed schedule and direction to be followed by the contractors.
- E. **Letter to Sterling concerning COA, Reserve Interest and Surpluses** – See Section 3 above.

6. **New Business**

- A. **Cool Wall Paint** - Hank Hosman contacted this company three times before he was able to get someone who knew and understood the product. The person asked if ours were single homes with one owner and when told they were condos, the person said “we do not do condos”.
- B. **Discuss Improving Communication with Residents** – We will continue posting notices on the bulletin boards and Hank Hosman will e-mail residents on his list with emergency information. Sheriff Thornton will send Hank all future scam and alert messages which will be directed to our residents by the above methods.
- C. **Approve Final Expenditure for Legal Fees** – See “B” above.
- D. **Removal and Possible Replacement of Palms at 818-820 McCallister Ave.** – The diseased palms have been removed and will be replaced with a pigmy palm. Motion to pay Valley Crest \$140 for installation, made by Michelle Jolly, seconded by Roxine Archbald, passed unanimously.
- E. **Hurricane Shutters 2201 Mayfield Oaks Place** – The resident requested permission to have the shutters installed early this season and also requested permission to leave the front and back ones up on a permanent basis. Motion made by Harold Scott, seconded by Alice Gallagher, to allow the early installation passed unanimously. Permission was denied for permanent placement. Motion made by Harold Scott, seconded by Carmelita Gray, passed unanimously.
- F. **Planting Proposals** – The croton plants in the common area behind 824 Manchester Woods Drive have died. Hank Hosman received a bid from Valley Crest in the amount of \$320 to replace them with twenty Indian Hawthorne bushes. Motion made by Alice Gallagher to approve the money and proceed with this project, seconded by Michelle Jolly, passed unanimously. The planting will be done during the rainy season.
- G. **Umbrella Insurance Policy** – Details of the new additional coverage, voted on by the Membership at the last Federation meeting, were outlined by Hank Hosman.
- H. **COA Representative** – A request for a volunteer to attend the monthly COA meetings was made. Roxine Archbald will serve as the representative and in her absence, Alice Gallagher or Hank Hosman.

- 7. **Good & Welfare** – Hank Hosman reported there were residents who now had pets who had not yet completed the proper paperwork. He stressed the importance of having the proper paperwork should it be necessary to care for a pet should the resident become hospitalized. He will follow up on this project.

Discussion took place on ideas for a possible Social. Michelle Jolly will look into a movie afternoon with appropriate food. Arrangements will be made for the Banquet Room on a Sunday in May. Alice will work with Michelle on this activity.

8. **Schedule Next Meeting** – The next meeting will be held on Friday, April 24th at 3:00 p.m. in the Federation Conference Room.
9. **Adjournment** – The meeting adjourned at 3:45 p.m. Motion by Michelle Jolly, seconded by Alice Gallagher.

Respectfully submitted,

Alice M. Gallagher, Secretary