

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

SUBJECT: Minutes of the Board of Directors Meeting

DATE: Friday, May 22, 2009

TIME: 3:00 P.M.

PLACE: Federation Conference Room

PRESENT: ALICE GALLAGHER, CARMELITA GRAY, HANK HOSMAN , HAROLD SCOTT

1. **Opening/Establish a Quorum** – A quorum was established with four members present, and the President, Hank Hosman, called the meeting to order.
2. **Minutes** – Reading of the Minutes of the March 27, 2009 meeting was waived and they were approved as presented. Motion by Harold Scott, seconded by Carmelita Gray, passed unanimously.
3. **Treasurer's Report** – Carmelita Gray reviewed the reports dated February 25, 2009 and March 25, 2009 in detail and they were approved as presented. Motion made by Harold Scott, seconded by Alice Gallagher, passed unanimously.
4. **Committee Reports**
 - A. **Social Committee** – In Roxine Archbald's absence, Hank Hosman provided copies of the financial report for the Gazebo Party and thanked Roxine and all those who helped make this event a success.
 - B. **Holiday Committee** – Alice Gallagher reported that the Manchester Holiday Committee has reorganized and the Holiday party will be held on Monday, December 7, 2009 in the Theatre commencing with the cocktail party at 5 p.m. and dinner at 6 p.m. The Band, Dan Fuggazzotto and his dancing partner, Janis, and the Caterer, Banquet Masters, have been hired. More information will be forthcoming in the near future.
5. **Unfinished Business**
 - A. **Signage Decorations** – Tabled until the next meeting.
 - B. **Painting Contract** – Hank Hosman reported the project is nearing completion and stated he has several remaining items to review with the contractor before final completion.
6. **New Business**
 - A. **Removal of Palm Behind 821 McCallister** – The removal has been completed.
 - B. **Garage Coach Lights** – After discussion, it was decided that if the need should arise for replacement of the garage coach lights, the purchase and installation will be paid by the Association as per letter dated April 2, 1998. (Copy attached to these Minutes.) Motion made by Hank Hosman, seconded by Alice Gallagher, passed unanimously.
 - C. **Association Board Costs** – The question of should the Board of Directors be unable to get enough candidates to run and serve on the residents' behalf, ultimately forcing possible dissolution of the Board, was discussed. Hank Hosman read a memorandum received from Connie Martin of Sterling into the Minutes as follows:

“Sterling estimates \$50.00 per unit per month if we were to assume all responsibilities for your association if you had no Board of Directors. If this function were to be done by an outside firm not already established in the community, the cost could potentially be even greater.”

It was decided that this possible development is of utmost importance to the residents and that when these Minutes are approved at the next meeting, copies will be delivered to every resident's home and posted on the website and bulletin boards. Those who are away will receive copies in the mail. It is hoped that residents will respond and serve on their Board.

- D. Transfer papers, sales, leases and condominium documents** – Hank Hosman distributed a memo issued by Pat Boussie of Oxford I who has formed a committee to research and coordinate a variety of information which will prove helpful to their residents, families, new buyers and renters. Alice Gallagher will develop the information for Manchester IV and design a prototype to include Kings Point, Hillsborough County and Manchester IV services including contacts and telephone numbers, association policies, what should be done, when and how, as well as helpful hints when leaving the home for extended times, etc. This will be designed not only for our present residents but for their families should a parent leave for assisted living or should a death occur.
- E. Driveway and Sidewalk Pavers** – We have received a request from a resident for a driveway paver to be installed. Installation of pavers in Manchester IV will require an update of our bylaws and a full membership vote. In addition, it was agreed that all pavers and expenses connected with same must be paid for by the unit owner and not the Association. After discussion and a review of the policies developed by Manchester I and II and the updated Manchester III bylaws, it was decided to investigate what other associations have incorporated pavers into their bylaws and what requirements for maintenance responsibility exist. Hank Hosman will contact Sterling for this information and report back to the Board.
- F. Landscape Alteration 835 McCallister Ave.** – The Board approved a Landscape Alteration for the replacement of shrubs at this address. Replacement is at the unit owner's expense.

7. Good & Welfare

- A. Bright House door fees** – A lump sum of \$17,220 or \$246/unit is being returned by Bright House to the Association. At present, our annual Bright House billing is \$21,201.60. Several options on how and where to invest this money were discussed. Since the Association is responsible for the tax liability connected with this money, Hank Hosman will discuss our suggested options with Brian May and report back to the Board at our next meeting.
- B. Retirement** – Hank Hosman announced that he will finish his present term and will not be running for the Board at the end of this year.

The next meeting is scheduled to be held on Friday, June 26, 2009. The meeting adjourned at 4:05 p.m. Motion by Harold Scott, seconded by Carmelita Gray.

Respectfully submitted,

Alice M. Gallagher, Secretary