

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

SUBJECT: Minutes of the Board of Directors Meeting

DATE: Friday, August 28, 2009

TIME: 3:00 P.M.

PLACE: Federation Conference Room

PRESENT: Roxine Archbald, Alice Gallagher, Hank Hosman, Michelle Jolly, Harold Scott

1. **Opening/Establish a Quorum** – A quorum was established with five members present, and the President, Hank Hosman, called the meeting to order.
2. **Approve the June 26, 2009 Board Meeting Minutes** – Reading of the Minutes of the June 26, 2009 meeting was waived and they were approved as presented. Motion by Michelle Jolly, seconded by Harold Scott, passed unanimously.
3. **Treasurer's Report** – In the absence of Carmelita Gray, Hank Hosman reviewed the report dated June 25, 2009 in detail and it was approved as presented. Motion made by Harold Scott, seconded by Alice Gallagher, passed unanimously.
4. **Committee Reports**
 - A. **Sunshine Committee** - Nanette Dollins reported that get well cards were sent to Roxine Archbald, Hank Hosman, Robert Moore, Carmelita Gray, Harold Scott and Roslyn Donnerstag. The account balance is \$12.37. The Board thanked Nanette for the excellent job she is doing.
 - B. **Manchester Holiday Party** – Michelle Jolly stated that the “Save the Date” notice has been posted on the website.
5. **Unfinished Business**
 - A. **Signage Decorations** – Hank Hosman reported that the bushes have been planted and extra mulch has been added.
 - B. **Sod Replacement** – Hank Hosman reported that after investigation, more areas were found to need work. The original estimate of \$1,140, combined with an additional \$247.50 for the additional work, resulted in a total cost for this project of \$1,387.50.
 - C. **Light by Association Sign** – Hank Hosman updated the Board and said that he has not been able to contact the homeowners as yet. Connie Martin of Sterling recommended that the wording “the work will be done by a certified electrician” be added to the electrician’s quote of \$265. The necessary light cost is \$21.95, thus keeping the job under \$300. A motion made by Roxine Archbald, seconded by Michelle Jolly, to move forward with the project as presented passed unanimously.
 - D. **Driveway and Sidewalk Pavers** – The Board reviewed the Driveway Paver amendment prepared by Alice Gallagher. A motion made by Harold Scott, seconded by Michelle Jolly, to move forward for attorney approval, passed unanimously. Alice will deliver the proposed Amendment to Connie Martin at Sterling.

6. New Business

- A. Approval of Gray Leaf Spot Disease Proposal** – At present, negotiations on payment responsibility are taking place among OLM, Valley Crest and the Lawn & Landscape Committee. The spraying has been completed in our association and the proposal monies of \$2,988.93 have been set aside until the issue has been resolved.
- B. Board of Directors – 2010 Election** – The Board reviewed the open letter to all residents developed by Alice Gallagher and made appropriate changes. Michelle Jolly presented several suggestions, and available methods and options to encourage interest in resident participation on the Board. Hank Hosman requested the status of any other members planning to step down to gain a better knowledge of the number of people needed to complete the new Board. Roxine Archbald emphasized working together to encourage the residents to serve stating that not only will it cost our residents an additional \$50+ per month but a complete stranger will be managing our money. Alice will re-do the open letter and present it at our next meeting. If approved, the letter and attachment will be delivered and/or mailed to each resident. Michelle will work with Alice on a calling list of possible candidates and post the letter on the website.
- C. Parking Commercial Vehicles on Condominium Property** – A request has been received from a real estate agent for placement of a POD in the driveway of a resident whose house is for sale. Section M. “Vehicle Control and Storage” on page 8 of our Rules & Regulation documents does not provide for temporary storage containers since they were not in existence when the Rules were developed. The Board decided that an amendment be developed to include storage containers and/or dumpsters, limiting the placement time to 36 hours. Alice will develop a draft of an amendment for Board review. Hank will notify the Agent that an exception is being made for this one request.
- D. Mulch for Association** – This year, bids will be received from other companies who supply mulch. Hank Hosman checked into last year’s costs and usage and stated we need approximately 40 yards of mulch at \$45.00 per yd. for a total of \$1800 or \$2.14 per unit per month. Since many areas now need mulch, a motion, made by Michelle Jolly, seconded by Harold Scott, to move forward to obtain a proposal passed unanimously.
- E. Insurance** – Sterling notified all residents on August 16th concerning the Florida law which mandates the purchase of additional insurance coverage on homeowners policies naming the Association as an additional named insured and loss payee. Sterling has received back verification from 75% of the unit owners and is requesting (1) authorization permitting the expense to mail a demand letter to the unit owners who have failed to submit verification and (2) the Board’s position, in writing, concerning the purchase of an insurance policy for the benefit of the Association at the expense of the unit owners. Sterling will supply a list of those who have complied and those who have not. It was decided that the Board will contact those not in compliance upon receipt of the list. The Board was unanimous in the decision to not purchase an insurance policy for the benefit of the Association and Hank will advise Sterling of same in writing.
- F. Garage Lamp – 816 McCallister** – One broken lamp was replaced by one which was in surplus. Motion made by Alice Gallagher, seconded by Harold Scott, to pay \$35.00 for installation of the surplus lamp passed unanimously.

7. Good & Welfare

Harold Scott reported that the area he lives in is not getting irrigated on a regular schedule. Hank will contact Valley Crest.

Nuri Georges stated he did not hear from “Mark” regarding a contract involving plants in front of his home. Hank said he thought this had already been done and was not advised or aware that it was not. He will look into the status of the project.

A request was made by Hank Hosman for volunteers to attend the following meetings in his absence:

The COA meeting on September 2nd at 7 p.m. – Roxine Archbald will attend.

The Federation Membership meeting on September 18th at 9:30 a.m. – Alice Gallagher will attend.

The next meeting will be held on Friday, September 25, 2009 at 3:00 p.m. in the Federation Conference Room.

The meeting adjourned at 4:05 p.m., motion by Harold Scott, seconded by Roxine Archbald.

Respectfully submitted,

Alice M. Gallagher, Secretary

9/10/09