

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-For-Profit

SUBJECT: Minutes of the Board of Directors Meeting
DATE: Friday, December 11, 2009
TIME: 3:00 P.M.
PLACE: Federation Conference Room

PRESENT: Roxine Archbald, Alice Gallagher, Carmelita Gray, Hank Hosman, Michelle Jolly, 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. **Approve the November 13, 2009 Board Meeting Minutes** – Reading of the November 13, 2009 Minutes was waived and they were approved as presented. Motion made by Alice Gallagher, seconded by Roxine Archbald, passed unanimously.
3. **Treasurer's Report** – Carmelita Gray reviewed the report dated October 25, 2009 in detail and it was accepted as presented. Motion made by Michelle Jolly, seconded by Harold Scott, passed unanimously. Hank Hosman reported that he and Carmelita discovered some errors in the Sterling figures, determined the problem and Sterling will correct them. General Reserve monies, previously requested to be moved, were also not completed. Hank cautioned that we have to keep a close watch over the financial reports issued by Sterling.
4. **Committee Reports**
 - A. **Sunshine Committee** – Nan Dollins provided a detailed report of cards sent to our residents during the months of September, October and November.
 - B. **Manchester Holiday Party** – Alice Gallagher reported that the party was a success and provided background information to the residents with respect to the Contest/Game which was run in lieu of the 50/50's which have been held in the past.
5. **Unfinished Business**
 - A. **Paver Amendment to By-Laws** – The Amendment has been given to the lawyer and will be ready to be included for voting in the Annual Meeting package.
 - B. **Budget 2010-2011** – Hank Hosman reviewed the estimated budget in its entirety as submitted by Sterling. Because of the Bright House door fee, (\$17,220.00), which has been applied to Cable Television, the estimated cable amount of \$25.75 will be reduced for this year only to \$5.25 per unit. Adjustments in Trash Service (which does not apply to us), Buildings, Grounds and our Reserves were also made. Motion made by Alice Gallagher, seconded by Carmelita Gray to make all the corrections as stated and to accept the budget passed unanimously.
 - C. **Light for Association Sign** – The light was installed by Apollo Construction on November 30th at a cost of \$930.00. The cost, which includes a one year warranty on labor and parts, was higher than estimated because a licensed electrician was required. The Board is responsible for the payment of \$12.00 due on April 1st of each upcoming year to the residents at 844 McCallister for use of their electricity. A bi-annual review will be conducted to ensure that the amount is enough to cover the usage. Many compliments have been received from the residents on the installation of the light.

- D. Comprehensive Review of Rules and Regulations** – Alice Gallagher reported that only one section on the temporary parking of a POD or storage box has been completed. It was agreed that because of time limitations, this review will be postponed until next year.
- E. Sod Replacement** – Hank Hosman reported that over the past three years, sod has been replaced in the fronts of the same units and it keeps dying. Over the three year period, the Association has spent \$9,000+ on sod. This year alone, we have spent \$1,387.50. Hank has complained to both Sterling and Valley Crest and Valley Crest has agreed to remove the dead sod, put new dirt down and replace the sod. For the eleven units in question, they will charge \$135 for the labor. Motion made by Michelle Jolly, seconded by Alice Gallagher, to pay the labor cost for the removal of the dead sod and the placement of new dirt and sod passed unanimously.
- F. Required Insurance** – Sterling has been instructed to send Certified letters to 20 units which have still not complied with the State of Florida insurance requirement. In addition, those few units which did not carry any insurance at all are now in compliance with the law.

6. New Business

- A. Movement of Prior Years Earnings** – The earnings referred to are the door fees which will be distributed over the months on the Cable Television budget line. The remaining amount will be placed in Surplus.

- 7. Good & Welfare** – Michelle Jolly reported she purchased poinsettias for the sign area and will be placing wreaths later today. Hank Hosman asked for suggestions on ground covers which would be suitable for planting by the sign. Being there were none, he will contact Valley Crest for recommendations.

The next meeting will be held on January 15, 2010 at 3:00 p.m. in the Federation Conference Room.

The meeting adjourned at 4:05 p.m. Motion made by Michelle Jolly, seconded by Alice Gallagher.

Respectfully submitted,

Alice M. Gallagher, Secretary