

12/12/17 Meeting Minutes

Called to order: 5:38 p.m.

Present:

Dwayne, Anthony, Caroline (all telephonic)

Agenda:

Approval of November Meeting Minutes

Payment of Promissory Note

Status of Violation Letters

Bounced checks for payment of condo dues

Ballots for new board

Compliance with submission of leases to board

All board members received November meeting minutes, Motion to approve November meeting minutes (made by Caroline; seconded by Anthony); **Motion carries** unanimously

Has payment plan according to Promissory Note been made?; Caroline will check with attorneys regarding compliance with Promissory Note; Dwayne is unsure if Robert has received a signed copy of the Promissory Note; Caroline will ask attorneys for signed copy

Dwayne inquires if violation letter was ever sent by Robert; Caroline sent template for letter to Robert but cannot confirm if letter was sent regarding parking violation; It is Caroline's understanding that Robert was going to address the parking violation but that the secretary would continue the responsibility of sending violation letters in the future; Caroline recommends that in the future, secretarial duties be split amongst board members (scheduling meetings, drafting/sending violation letters, keeping meeting minutes, etc. is a lot of duties for one person); Caroline recommends addressing this issue after board for 2018 has been established; this issue shall be tabled and put on the **agenda for the next meeting**

Lori has informed us that checks for 2675-A have been bouncing for the past few months; A limit of \$2000 in arrears is set before account is turned over to the attorneys for collection; Caroline proposes sending letter to the homeowners notifying them of the arrears and potential collection fees if not remedied; Motion to send letter (made by Caroline; seconded by Anthony); **Motion carries** unanimously

Ballots for election of 2018 board have been sent by Lori; Lori will collect ballots from mailbox; Robert and Dwayne will count ballots; Anthony is not available to count ballots until January 18-31

Anthony asks when the board intends to address compliance with submission of leases; Caroline proposes that this issue be addressed once the new board for 2018 has been established; Caroline proposes that a list of questions for the attorneys be compiled regarding the rights/responsibility of the board to regulate tenants/activities within the community (i.e. Can the board require a background

check for potential tenants? Can the board deny tenants based on criminal background?, etc.); this issue shall be put on the **agenda for the next meeting**

LETTERS OF VIOLATION: **check on status** of letter from Robert re: parking violation

Agenda for next meeting to include: Split of secretarial duties, compliance for submission of leases, ability of board to regulate community (questions for attorneys), plan for demolition of furnace house

Next meeting 1/9/18 at 5:30 p.m.

Meeting adjourned at 6:24 p.m.