

## **Cape Haze Resort A 11/13 Condominium Association, Inc.**

### Approved Minutes of Meeting

Board of Directors, August 11, 2015, 9:00 a.m., Cape Haze Resort Clubhouse

Members Present: Darlene Koszick, president  
Roy Smith, vice-president  
Members Not Present: Patrick Riley, secretary/treasurer  
Others Present: Clark Gillaspie, association manager  
Observers: Pete Travers (1st part)

#### **I. Declaration of Quorum**

Gillaspie advised a quorum was present. (Smith was present by telephone.)

#### **II. Certification of Notice of Meeting**

Gillaspie gave written certification that the meeting had been noticed properly.

#### **III. Call to Order**

The meeting was called to order with Koszick acting as chair. As the boards were meeting in a special joint session (A and C only, as B did not have a quorum present, hence Travers shown as an observer), Koszick yielded the chair to Gillaspie. No actions were taken, but a variety of topics were discussed, including the repainting of the condominium buildings, a general discussion of 2016 budgets, preparation for the 2015 annual meetings including the posting of all meeting materials on our web site and minimizing the amount printed and sent by mail, rules violations, landscape maintenance, early renewal of the Comcast contract, and housekeeping in the buildings. The joint session was adjourned, and the board reconvened at 12:30 p.m. with Koszick acting as chair.

#### **IV. Approval of Minutes**

It was moved and seconded to waive the reading of the minutes of the meeting held May 12, 2015, and to approve them as written. The motion carried unanimously.

#### **V. Old Business**

None

## **VI. New Business**

### **A. Year-to-date results**

Budget versus actual year-to-date results were reviewed.

### **B. 2015 Forecast**

Based on year-to-date results, the association may have a surplus at year end. To the greatest extent possible, the board would like to contribute any surplus to the reserves accounts.

### **C. 2016 Budget**

A draft budget was reviewed. If possible, the board would like to keep the annual assessments equal to that of the last two years.

## **VII. Other Business**

### **A. Discussion of various topics**

Various topics were discussed including increasing housekeeping hours in the buildings, removing the BBQ grills behind the buildings due to severe deterioration and safety concerns, paying for painting related maintenance and repair expenses from reserves, the cleaning of the roofs, and receivables.

## **VIII. Determination of Next Meeting**

November 14, 2015

## **IX. Adjournment**

There being no further business, the chairman adjourned the meeting.

Respectfully submitted,  
Patrick Riley, secretary/treasurer