

Cape Haze Resort B 3/5 Condominium Association, Inc.

Approved Minutes of Meeting

Board of Directors, April 10, 2012, 9:00 a.m., Cape Haze Resort Clubhouse

Members Present: Bob Baran, president
 Joan Herity, vice-president
 Richard Pulley, secretary/treasurer

Members Not Present: none

Others Present: Clark Gillaspie, property manager

Observers: none

I. Declaration of Quorum and Call to Order

Gillaspie advised a quorum was present and the meeting was called to order with Baran acting as chair.

II. Proof of Notice of Meeting

Gillaspie advised the meeting had been noticed properly.

III. Approval of Minutes

A motion was made and seconded to amend the draft minutes of the previous meeting to include the actions the board took with regard to the budget and the annual assessments, and to accept the minutes as so amended. The motion carried unanimously.

IV. Old Business

A. Eligibility Certificates

1. Gillaspie advised that there should be a signed eligibility certificate on file for every board member.

V. New Business

A. Election of Board Member

1. A motion was made and seconded to appoint Richard Pulley to fill the board and officer vacancy created by the resignation of Jeff Uloth, effective immediately. The motion carried unanimously.

B. Amendments to the Rules and Regulations

1. The draft of proposed changes was reviewed. Topics of discussion included fees for use of the clubhouse, pool parties, security personnel, and restricting large parties and receptions.

2. Gillaspie is to amalgamate the suggestions from all the boards and produce a new draft of proposed changes.

C. Financial Reports

1. Gillaspie reported that the annual tax returns had been completed by the CPA, and filed, and that no taxes were due and payable.
2. Gillaspie presented a draft of the year end financials. They will be final once the CPA advises of any year end adjustments.
3. Gillaspie advised that there could be an operating cash shortfall of approximately \$13,000 compared to the 2012 budget if receivables and attendant legal costs continue to be a problem.
4. Gillaspie advised that if the commercial property insurance is paid in installments as in the past, the total cost would include over \$800 of interest. A motion was made and seconded to make short term borrowings from the reserves to pay insurance premiums in order to minimize interest costs. The motion carried unanimously.

D. Purchasers and Renters

1. A motion was made and seconded to exercise the Association's right to approve purchasers, and renters, but only if the lease term is greater than six months. Approval will be based on the background of the buyer or renter as revealed by a request for approval questionnaire and by a background check. The motion carried unanimously.

E. Property Management Report

1. Gillaspie presented a table, for the Board's consideration, assigning responsibility to either the unit owner or the association for ten categories of common maintenance and repair issues.
2. Gillaspie briefed the Board on various maintenance and repair issues, on cost savings ideas, on deferred maintenance issues, and on the official records.
3. Gillaspie will report to the Board regarding various fees and expenses including late fees, interest and legal fees on assessments, estoppel and approval fees on purchases and rentals, and on mortgage questionnaire fees.

VI. Adjournment

There being no further business, it was moved and seconded that the meeting be adjourned. The motion carried unanimously.

Respectfully submitted,
Richard Pulley, Secretary