

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

Approved Minutes of Meeting

Board of Directors, January 12, 2013, 10:00 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, association manager

Observers:                        none

**I. Determination of Quorum**

Gillaspie advised a quorum was present.

**II. Proof of Notice of Meeting**

Gillaspie advised that the meeting had been noticed properly.

**III. Call to Order**

The meeting was called to order with Baran acting as chair.

**IV. Approval of Minutes**

A motion was made and seconded to waive the reading of the minutes of the previous meeting, held November 19, 2012, and to approve them as written. The motion carried unanimously.

**V. Old Business**

A. Eligibility Certifications

Gillaspie advised that certificates must be on file.

**VI. New Business**

A. Financial Review

Preliminary year end results for 2012 were reviewed, in advance of sending the financial information to the association accountant for preparation of tax returns.

B. Owner Improvements

The scope of permitted improvements by individual owners was reviewed previously and incorporated into the Rules and Regulations. A permitted improvement request form, to be completed by an individual owner and approved by an individual board member, was reviewed and discussed. A specific standard for roll-a-way screen doors was reviewed and discussed. A motion was made and seconded to adopt the new form, incorporating the roll-a-way screen standard, and to post it on the website. The motion carried unanimously.

**C. Joint Meetings**

The presidents of the four associations, along with the association manger, plan to meet in joint session with our insurance broker, with a local attorney who would like to do our association legal work, and with an expert in hurricane protection for fenestrations.

**VII. Determination of Next Meeting**

The date for the next meeting was not determined.

**VIII. 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