

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

### Approved Minutes of Meeting

Board of Directors, August 20, 2015, 9:00 a.m., Cape Haze Resort Clubhouse

Members Present: Bob Baran, president  
Pete Travers, secretary/treasurer  
Members Not Present: Ken Maloof, vice-president  
Others Present: Clark Gillaspie, association manager  
Observers: none

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

Gillaspie advised a quorum was present. (Baran and Travers were 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 Baran acting as chair. There was a joint meeting of the three condominium boards on August 11th, and Travers attended on behalf of B 3/5. 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.

#### **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. The board would like to use any surplus to try to keep 2016 dues at the same level as 2015, and to contribute any remaining 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 last year. If possible, the 2016 budget, when approved, should incorporate any rate increase granted by PSC to Sandalhaven.

**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, receivables, and religious symbols on entry doors during holiday seasons.

**VIII. Determination of Next Meeting**

November 14, 2015

**IX. Adjournment**

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

Respectfully submitted,  
Pete Travers, secretary/treasurer