

CAPE HAZE RESORT COMMUNITY ASSOCIATION

Minutes of the Board

September 18, 2018

Approved: October 16, 2018

I. **Call to Order:** The regularly scheduled meeting was called to order by Mark Watkins at 10:00 A.M. Eastern Daylight Time.

II. **Quorum:** Board members present were Mark Watkins, Robert Baran, Frank Giordano, Richard Bolles, Patrick Riley and Pete Travers. A quorum was declared. Also present were Rob Edgington and Scott Simon of Casey Property Management.

III. **Certification of Notice:** None required; scheduled meeting.

IV. Approval of Minutes

The minutes of the August 15, 2018 meeting were reviewed. The board added a clarifying change to footnote 3 and confirmed an earlier agreement to append the Watkins/Rogers email correspondence to the minutes. The minutes were approved with this change.

V. Financial Review and 2019 Budget (preliminary):

Copies of the preliminary 2019 budget were distributed prior to the meeting in Excel spreadsheets. The preliminary budget was prepared by Bridget Spence and the Casey accounting department. Rob Edgington and Scott Simon had only limited knowledge of the budget, so board members' questions about it could not be completely answered. Bridget Spence will make presentations to the condominium boards next week during their scheduled meetings regarding the respective condominium association budgets and the Community Association budget.

The latest financial statement available to the board was July 31, 2018. A line item in that statement recorded \$17,471 for legal fees. Bob Baran asked whether that should have come from reserves as part of the closing costs associated with the vacant land purchase. Mark Watkins answered that Bridget Spence informed him the cost could come out of operating expenses. There was additional discussion regarding the balance sheet (with the exact status of reserves unclear) and the board will seek some clarification from Bridget Spence.

V. Recruitment of Candidates for Board Elections

There was general discussion about recruiting candidates from each of the condominium associations for board positions. Three new candidates will be required from the A association. It is anticipated that at least three candidates will declare from the B association and there are at least two from the C association.

VI. Timing and Content of Memo to Owners About the Annual Meeting

Mark Watkins is preparing an email (shared with the board for comment) to go out today to all unit owners reminding them of the elections, election requirements and the need for participation and volunteerism.

VI. Format of Owner Discussion Forum

The board agreed that items for this forum, to be held on November 10, 2018 from 9:00 A.M. to 11:00 A.M., would include (but not be limited to) options for organization of the Community Association and the formation of a committee to develop a plan for the recently purchased undeveloped land. The schedule of meetings for November 10th is:

0900 – 1100	Owner forum, informal
1100 – 1230	Condominium Association A Annual Meeting
1230 – 1400	Condominium Association B Annual Meeting
1400 – 1530	Condominium Association C Annual Meeting
1530 – 1700	Community Association Annual Meeting

VII. Scheduled Board Meetings 2019

MOTION (by Robert Baran, seconded by Richard Bolles): The Board adopt a monthly meeting schedule for 2019, the meetings to be held on the 3rd Tuesday of each month at 10:00 A.M. Eastern time. The motion passed unanimously.

VIII. Other Business

None.

VII. Adjournment

Upon a motion to adjourn by Robert Baran, seconded by Frank Giordano and unanimously approved, the meeting was adjourned at 11:07 A.M. Eastern Daylight Time.

Draft by:
Pete Travers, Secretary