

**Minutes of the Meeting of the Board of
Administration**

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

Cape Haze Clubhouse
Tuesday, 25 September 2018
11:30 AM, Eastern Time

Approved November 10, 2018

Present: Pete Travers, Mark Watkins, Joan Herity
For Casey Management: Bridget Spence, Rob Edgington and Scott Diamond

1. **Determination of Quorum:** A quorum was present
2. **Certification of Notice:** Notice of the meeting was properly given.
3. **Call to Order:** The meeting was called to order by the president, Pete Travers, at 11:30 AM Eastern time
4. **Approval of Minutes**
 - a. April 11, 2018. These minutes included a combined B3/5 board meeting and a combined board meeting. It was the consensus of the board to separate these into separate minutes for consideration at a subsequent board meeting.
 - b. April 23, 2018. These minutes were of the combined boards and involved the decision to purchase the developer's interests. There were two drafts of the minutes, one from Joan Herity and one from Pete Travers. They were combined.
MOTION: Upon motion duly made and seconded, the minutes from 23 April 2018 were approved unanimously.
 - c. April 27, 2018. These minutes were of the combined boards and involved hiring legal counsel and appointing Mark Watkins as the candidate for the Community Association board. The minutes were modified from the draft.
MOTION: Upon motion duly made and seconded, the minutes from 27 April 2018 as modified were approved unanimously.
 - d. May 2, 2018. These minutes dealt with a review of the draft purchase document.
MOTION: Upon motion duly made and seconded, the minutes from 2 May 2018 were approved unanimously.
 - e. May 7, 2018. Deferred to a subsequent meeting of the board.
 - f. May 26, 2018. Deferred to a subsequent meeting of the board.
 - g. July 10, 2018. These minutes were about representatives to the Turnover Meeting and a response to Mr. Rogers' offer to purchase. They were substantially modified from the

original draft.

MOTION: Upon motion duly made and seconded, the minutes from 10 July 2018 were approved unanimously as modified.

5. **Financial Review and 2019 Budget (preliminary)** Bridget presented the budget and answered board member questions. The budget will be considered for final approval at the annual meeting. For 2019 the budget is based on association fees of \$1,530 per quarter.
6. **Board Elections**
 - a. **Review of Procedures.** Pete Travers reviewed the procedures, including the absence of an election if the number of candidates was equal to the number of open positions.
 - b. The board discussed solicitation of candidates through personal contact and the web site.
7. **Update on Rules and Regulations.** The modified rules and regulations, originally drafted in 2016, have been modified by Pete Travers and Mark Watkins and the modification (now version 8.1) placed on the web site. Associated text encourages owners to read the modified rules and to submit comments to Mr. Watkins. The board discussed being sure the section dealing with fines and the fines committee was clear.
8. **Methods, types and frequency of board communications to owners.** There was a general discussion about this with a consensus that owners and tenants be encouraged to rely on the web site for up to date information from the board.
9. **Scheduled board meetings for 2019.** The board agreed that there should be regularly scheduled meetings of the board in 2019. A schedule was not established.
10. **Other business.** None.
11. **Adjournment:** Upon motion duly made and seconded, and unanimously adopted, the meeting was adjourned at 10:30 AM.