

## MINUTES

### EAST GREENS CONDOMINIUM, INC.

Meeting of the Board of Directors  
November 18, 2019  
East Greens Clubhouse  
Lehigh Acres, FL 33936

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**DETERMINATION OF QUORUM.** Board members present were Mark Otto, Dan Truetlein, Patty Vealey and Shirley St.Clair. Dee Swartwood was absent. Allison Cefalu, CAM, was in attendance for Management Professionals, Inc.

**CALL TO ORDER.** Mark Otto called the meeting to order at 4:01 p.m. at the East Greens Clubhouse, the location specified in the notice for this meeting.

**WELCOME GUESTS.** Mark Otto welcomed Donna Burns-Russell, Gary Burris, Jim O'Connor, Jim & Marty Clifton, Martha Craig, Maritza Fraticelli and Linda Russell.

Mark Otto thanked all members in attendance and stated all questions and concerns of the members present will be addressed at the end of the meeting after all Agenda items are addressed.

**PROOF OF NOTICE OF MEETING.** In accordance with bylaw and statutory requirements, the notice for this meeting was posted in the designated area on November 15, 2019 by Allison Cefalu.

**READING AND DISPOSAL OF UNAPPROVED MINUTES** Dan Truetlein made a motion to approve the minutes of the October 21, 2019 Board of Directors meeting. Shirley St. Clair seconded the motion. Motion passed unanimously.

**TREASURER'S REPORT.** Allison Cefalu presented the Financial Report through October 31, 2019. Operating Account \$35,852.17, Reserve Acct. \$187,719.83, CD Capital Projects \$20,090.22, CD Reserve Fund \$35,920.34 and Accounts receivable \$4,041.55. Total Assets/Liabilities & Equity \$283,624.11.

**UNFINISHED BUSINESS.** *Electrical Box.* The electrical box has been repaired. The electric is now supplying the pool heater and the heater has been turned on.

*Drain Grate Sodding.* The sod has been replaced and irrigation updated to water longer for the new sod.

*Air Conditioning Controls at the Clubhouse.* The lock has been removed from the air conditioning controls. It has been explained and directions have been posted. The humidistat should not be touched. If the A/C is adjusted when the clubhouse is in use, it must be returned to 78 degrees.

**NEW BUSINESS.** *Any new business which may properly come before the Board.* Patty Vealey is getting rid of the recycle bin at the Clubhouse. People are continuing to use for garbage.

It was reported Rooms-To-Go had damaged a tree when they made a delivery within East Greens. Rooms-To-Go was contacted on 11/12/2019 with the complaint. Rick Payne has stated he could shave and clean up the tree and thinks it will be fine. The quote is for \$100. We will request Rooms-To-Go reimburse for the cost.

**DETERMINATION OF NEXT MEETING.** The next meeting of the Board of Directors is scheduled for January 20, 2019 at 4:00 p.m. at East Greens Clubhouse, Lehigh Acres, FL 33936. The Annual Meeting has been scheduled for February 17, 2020.

**OPEN FORUM.** Linda Russell questioned the timing of the tree replacement. It has been given to Rick Payne for scheduling. She again asked when it would be done. After discussion the owners were reminded we are at the mercy of the vendor's schedule. It is expected to be done by the end of the year.

Linda Russell asked if there were any plans to replace the A/C system. She was told the system is running fine and has minimal repairs. The only repair calls recently have been because of improper use of the controls.

Linda Russell questioned the toilet paper supply and where it was kept. The supply in the lady's room was out however, there was an excessive supply in the men's room.

**ADJOURNMENT.** There being no further business, Mark Otto adjourned the meeting at 4.22 p.m.

*Minutes typed by Management Professionals, Inc. and have not yet been approved by the Board of Directors.*