



cambridge

Property Management of Southwest Florida

MINUTES OF THE BOARD MEETING

Victoria Park II

November 30, 2011



BOARD MEMBERS PRESENT: Ray Gonzalez
Chris Barnabee
Donn Landers
Michele Boughton
Ed White
Drew Attanassio

BOARD MEMBERS ABSENT: Thomas Presti

ALSO PRESENT: Jim Farese, Cambridge Management,

CERTIFY QUORUM: Six Board Members were present to establish a quorum.

CALL TO ORDER: Ray called the meeting to order at 6:30 PM.

PROOF OF NOTICE: The notice of the meeting was posted in accordance with section 720 of the Florida Statutes.

MINUTES APPROVAL:

A Motion was made to approve the minutes from the October 26.

MOTION: Donn

SECOND: Michele

Motion carried

TREASURER'S REPORT: Michele gave the Treasurer's Report.

We currently have \$55,253 in operating Funds and \$82,236 in Reserve Funds. Michelle stated that we are in a good financial position at this point of the year.

Michele mentioned she still can't access the accounting program remotely. Management will advise.

MANAGER'S REPORT: Jim reported that the pool camera system monitor was up and functioning from our office.

Dock repair and painting were done.

The rusted jungle gym was removed.

The replacement light fixtures were received, some were broken in shipping and are being replaced

OLD BUSINESS:

Collections Report: The status of Jeff Schelling's license and contract was discussed. The license is active at this time. We also need an accounting on two units that asked for payment plans.

A Motion was made to terminate all new business with Attorney Schelling but allow him to continue on the cases he has for now.

MOTION: Ed SECOND: Chris

Motion carried.

Ed will contact Schelling as to the status of the cases.

Ed asked that we change out agenda items to allow the ARC representative to address the Board.

We will also get some proposals from other attorneys.

Emily Driscoll addressed the Board as to the procedures and policy that her committee has put in place. These documents will be reviewed and placed on the next agenda.

Mailbox Repairs –are moving along but very slowly. A new helper was hired to expedite this process.

Sodding Park- Jim met with the landscapers for the sod. The landscapers recommend they work with the area for a few months to see what they can salvage prior to replacement since it is more than we expected.

Hidden Harbor Entrance – the new landscapers will take on this project since the former landscaper decided not to do it.

Holiday Decorations –the decorations are up but electrical problems persist. The Board felt that we paid Dennis Brown to repair the electrical system to accommodate the lights and that he needs to come back and rectify.

BUDGET DRAFT – Michele presented the 2012 budget draft for board review.

A Motion was made to accept the draft budget at \$500 per home and hold the Budget Adoption meeting on December 15th.

MOTION: Ed SECOND: Chris

Motion carried.

Reserve Bids –Ray suggested we get actual bids to update the reserve from a licensed professional. Ray has been doing it but feels we should have it reviewed and updated by a licensed company. The estimated cost is around \$2,500.

ANNUAL MEETING – The annual meeting will be held Feb. 22.

Up for election are:

There are four seats up for election, Ray, Donn, Tom and Drew.

Ray said he would not seek re-election. Michele, Chris and Ed have another year term remaining.

A Motion was made to reduce the number of Board Members from 7-5.

MOTION: Ray

SECOND: Michele

Ed – No

Chris –No

Drew – Yes

Donn – No

Michele – No

Ray –Yes

Motion defeated.

Other Items –

Some of the parking lot and pool lights are not working. They will be checked out.

Put the luminaires information on the web-site.

Chris will do a flyer for this.

There being no further business, the meeting was adjourned 8:05 PM.

MOTION: Ed

SECOND: Donn

Meeting adjourned.

Respectfully submitted,

Jim Farese