**BOARD OF DIRECTORS MEETING MINUTES (November 30, 2016)** - DRAFT

1. **Attending Directors**: Latimer, Onesimo, Nassuta, Boccuzzi, Raupach, Tracy, Tracz, Olson-Douglas
2. **Absent**: Coachman-Strickland, Towers, O’Donnell, Tanner
3. Chris Kohnle, Property Manager, representing Elite Management
4. **CALL TO ORDER-** President Latimer called the meeting to order at 7:00 PM.
5. **Approval of the minutes**:

The minutes of the Board of Directors meeting held on October 26, 2016 were reviewed and approved with a few minor changes. Director Tracz requested we strike out the sentence *Director Tracz disagreed with the motion on basis that homeowner only acts when we threaten action.* Director Tracy discussed a few grammatical errors, under Managers Report, second bullet should read *the community will then have time to look at them with their councils* (added them) Also under Unit Owner’s Forum- Director Tracy requested we change the comma in first bullet after “Heads” to a colon, along with the comma after “vote” be changed to a colon. She also requested we add that the minutes were submitted by President Lattimer.

A motion to accept the minutes with the recommended changes was moved by Director Tracy, seconded by Director Boccuzzi, and unanimously approved by those then in attendance.

1. **Financial Report**: Director Tracy shared that the financial information that was provided to the Board by Elite was incorrect. She provided the correct numbers from the Expense Statement. She discussed that expenses are still coming in for year end and we should still be on track to budget, but we are waiting on expenses. Director Boccuzzi did ask about the line painting item, Chris from Elite explained more work was done hence the change in the amount compared to the original quote.
2. **MANAGER’S REPORT:**
	1. Inspection Reports- Elite summary of field visits and work orders included in Board package.
	2. Boundaries- Everything is currently with Perlstein’s office. Chris should have updates and map by next week. Chris will send to Peter DeBisshop for one final review and then it will go back to Perlstein and the surveyor. If everything is all set we will move forward; an affirmative vote is needed of 2/3rds of the community.
	3. Budget Drafts- All draft budgets have the latest changes including feedback from the budget workshop and council budget meetings. Director Tracy made a motion to approve budgets and bring to homeowners for their vote. Director Boccuzzi seconded the motion and unanimously approved by those in attendance. Budgets will be sent to homeowners at least 14 days prior to the Annual Meeting.
	4. The Annual Meeting was scheduled for December 21, 2016 at 7PM at the Meeting House.
	5. Pool Cameras- outlet was installed, once the cabinet comes in, it will be installed so Verizon can install cameras within the next few weeks.
3. **UNIT OWNERS FORUM**
	1. Peter DeBisshop (On the Green) - Asked for an update on the proposal to improve the corner of Pierce Blvd. and Walden Meadow. Chris Kohnley said due to irrigation issues and based on the budget, this was pushed to next year. Peter also asked if any of the council fees went up in the budget. Director Tracy informed him that only Duplex and Townhome have an increase. Peter asked if we are putting enough money back in to the community because it seems we keep putting a lot of money in reserves. President Lattimer explained our reserve study for the next 5 years projects some large budget items that are coming up and reserves will be needed. President Lattimer also said we will include the reserve projection study with the budgets that will go out to all community members.
	2. Bonnie Farmer (Scarlet Lane) - Stated that Chris’s overview of what is on the meeting for old/new business is too general and does not give enough information for homeowners to speak intelligently or ask any questions. More definition or thought would be helpful. Bonnie also mentioned Yoga will begin on January 3rd, Tuesdays from 6-7PM at the Meeting House, Cost is $5. Bring your own mat. Bonnie also discussed that Mark from Russo came to the Duplex Council meeting and they discussed him parking the bobcats in our parking lots again. She asked the board to discuss this tonight before any snow comes.
4. **UNFINISHED BUSINESS**
	1. 446 Pond Bridge- The solar panel clips are off the front of the house but some are still on the back. Solar City was here but not all clips were removed. Chris contacted Dr. Rose’s Attorney and she is aware and working on it. Chris is hopeful they will be off by next month.
	2. 634 Thoreau Circle- Progress is being made. Chris will continue to monitor the situation but feels at this time we can remove this topic from the agenda.
	3. Unit owner from 43 Last Leaf Circle requested the waver of a $250 fine for failure to request a lease before they rented. The board reviewed a letter from the owner. Director Boccuzzi made a motion to waive the fee, Nasuta seconded the motion, Motion was passed- 6-2 (Yes- Boccuzzi, Nasuta, Lattimer, Tracz, Onesimo,Olson-Dougas No- Tracy and Raupach)
5. **NEW BUSINESS**
	1. Director Tracy discussed the storage of Russo’s bobcats for the winter season. Tracy discussed this at the Duplex Meeting. Duplex residents agreed to store 2-3 bobcats either on Scarlet or Marble Faun and the other two should be stored in the parking lot near the tennis courts. Chris will discuss this with Mark from Russo.
	2. Director Boccuzzi discussed asking CWD to remove the new construction/advertising signs. Boccuzzi made a motion to have Elite send CWD a letter asking them to remove the adverting signs. Director Tracy seconded the motion and the vote was passed unanimously.
6. **COMMITTEE REPORTS**
	1. Communications- Peter DeBisshop discussed that ½ of the community has signed up for electronic notices. One more request will be made asking residents to receive legal notices electronically. President Lattimer asked Peter if Elite sent out postcards regarding the budget workshop. A few residents noted they received postcards. Chris was going to check with Michelle.
	2. Documents Committee- Peter DeBisshop wanted to make the board aware that in January, once boundaries come through, there will be quite a few changes to the rules. The Board needs to be vigilant on changing the rules and notifying the documents committee of those changes.
7. **EXECUTIVE SESSION**: There was no session required.
8. **ADJOURNED**: There being no additional business, it was moved by Director Nasuta, and seconded by Director Onessimo and unanimously approved that the meeting be adjourned at 8:00PM

**Minutes respectfully submitted by Director Olson-Douglas**