

Carrington Place Condominium Association, Inc.
Board of Directors Meeting
January 27, 2016

Minutes

The meeting was called to order at 7:18 pm., at the Amenity Center located at 2300 Town Center Blvd., by Rick Nelson. A quorum was established.

Present: Rick Nelson, Donna Isley, Patrick Kirby, Jack Raftery, and Cari Knapp; Kathy Melton represented The CAM Team.

Minutes

Donna Isley made a motion to waive the reading and to approve the November 2, 2015 Board Meeting minutes and November 2, 2015 Board of Directors Budget Meeting minutes. Patrick Kirby seconded. None opposed and the motion carried.

Manager's Report:

Financial Report – As of December 31, 2015

Operating Account	\$ 77,108.75
Reserve Account	\$ <u>363,365.13</u>
Total	\$ 440,473.88

- Total Accounts Receivable: \$206,685.47
- Transition has gone smoothly. Homeowners have been notified of the Management change.
- Approximately 94% of delinquencies are currently with LM Funding. Unit 208 has settled and the Association will receive \$13,540.76 in February.
- Financial information has been forwarded to Lake, Brown and Williams CPAs for the 2015 compilation and preparation of the 2015 tax return.
- Trash continues to be a problem on the property. Signs will be purchased and installed on either side of the dumpsters stating that all trash must be placed in the dumpsters.
- Minor repairs have been taken care of on the property: roof leak, gutter repair, and a siding issue.
- Some of the crape myrtles were trimmed today. A crew will be back out on Friday to trim the rest. Trees will be canopied up to 10 feet per the contract.

Old Business:

- Four landscape proposals have been received:
 - Tree Amigos Outdoor Services - \$13,652.00 per year; \$1,137.68 per month
 - Total Lawn Care - \$14,244.00 per year; \$1,187.00 per month
 - ValleyCrest - \$27,060.00 per year; \$2,255.00 per month
 - US Lawns - \$27,672.00 per year; \$2,036.00 per month
- A motion was made by Rick Nelson to accept the Tree Amigos proposal. Cari Knapp seconded. None opposed and the motion carried. Notice will be given to Yellowstone Landscape and the new contract with Tree Amigos will start on March 1st.
- Three proposals to repair sidewalk cracks and the concrete pad in front of the dumpster have been received:
 - AllWeather Contractors - \$4,980.00
 - Suggs Concrete - \$4,200.00
 - D&R Contractors Inc. - \$5,625.00

The matter was tabled pending a walk-through by Management to identify all problem areas.



- A proposal was received from Pest Xpress to provide the annual termite bond and quarterly pest control - \$900.00 per quarter. A motion was made by Rick Nelson to approve the proposal. Donna Isley seconded. None opposed and the motion carried.
- The Hardwood Flooring Policy adopted at the November 2, 2015 meeting was reviewed.

New Business:

- The Association's insurance was renewed at the end of November. The total premium was \$28,123.73, which is approximately \$3,000.00 less than the previous year.
- A settlement offer for amounts due was received from the owner of Unit 103 (which is in collections with LM Funding). After discussion, the Board declined as the amount offered was less than the amount due.
- The Board approved removing William Rizzetta as a signer from the bank account with Harbor Bank. Linda K. Melton and Robert W. Woods were approved as new signers on the account.
- A Legal Services Agreement was received from Mankin Law Group regarding collections for the Association. The matter was tabled. Management will contact Ansbacher Law for a list of fees.
- A quote was received from All Access Security, Inc. to install a camera system at the dumpster - \$2,483.47. After discussion, the matter was tabled. New signs will be posted on both sides of the dumpster enclosure stating that all trash must be placed inside the dumpsters.
- Two quotes were received for an insurance appraisal:
 - Moody Appraisal - \$950.00
 - Smith Appraisal Services, Inc. - \$1,200.00
 Rick Nelson made a motion to accept the proposal from Moody Appraisal. Donna Isley seconded. None opposed and the motion carried.
- Notice will be given to SCD Operating, LLC, the current janitorial contractor, that the contract will not be renewed when it expires on June 30, 2016. A proposal was received from Ace Property Cleaning Services for services three days a week - \$500.00/month. A motion was made by Rick Nelson to approve the contract effective July 1, 2016. Patrick Kirby seconded. None opposed and the motion carried.
- A visual inspection of the roofs was completed by Roof It Right. The roofs are in good condition.
- A quote was received from Leister Construction to paint the buildings, dumpster enclosure, and front sign - \$58,590.29. The matter was tabled so that additional bids can be requested.
- Jack Raftery submitted his resignation to the Board. The Board thanked Jack for his service to the community. A motion was made by Rick Nelson to appoint Sam Horowitz to the Board. Cari Knapp seconded. None opposed and the motion carried.

Open Forum:

- Alvin Hinders, Unit 304, asked that the landscaping outside of his side door be addressed. Mulch and sod are needed.
- A homeowner requested that more care to protect the plants be taken the next time pressure washing is scheduled.
- A homeowner asked if a ceiling fan is permissible in the lanai area. An ARC must be submitted.
- A homeowner asked if stepping stones can be added from the side doors to the sidewalk. An ARC must be submitted and the Board will select the stone type.

The next Board meeting is scheduled for Tuesday, April 5th at 5:30 pm.

Adjournment

All business being completed, Rick Nelson made a motion to adjourn the meeting. Sam Horowitz seconded. None opposed and the meeting was adjourned at 8:33 pm.