

Pottsburg Crossing Condominium Association, Inc.
Board of Directors Meeting
September 23, 2013 6:30 p.m.
Pottsburg Crossing Pool Cabana

I. CALL TO ORDER

The meeting was called to order by Patty Johnson at 6:30 p.m. and a quorum was established.

II. COMMUNITY OPEN FORUM

Lori Linares asked the Board to consider repainting the lines in the front parking lot, including the handicap spaces. The Board asked for a bid to repaint lines in all of the parking areas. Ms Linares also shared that there are overgrown plants that have been installed by owners in the common areas. The landscape contractor will not cut these plants. A letter will be sent to home owners that they have fourteen (14) days to remove these plants. Finally, Ms Linares expressed concern that homeowners/residents are bringing in more cars than they have drivers for. She recommended that the Board check with the attorney to see if cars can be limited without amending the documents and, if not, is it possible to amend the documents to address this situation.

III. ESTABLISHMENT OF QUORUM

Present were: Patty Johnson, Eden Martin, and Wes Fina; Kathy Melton represented The CAM Team. Homeowners present: Lori Linares (1301).

IV. APPROVAL OF MINUTES

A motion to approve the minutes from the March 20, 2013 Board Meeting and April 4, 2013 Board Meeting was made by Patty Johnson and seconded by Eden Martin. None opposed. Board approved.

V. FINANCIAL REPORT / MANAGEMENT REPORT

The August 2013 financials were e-mailed to the Board in advance of the meeting.

Operating Account balance as of August 31, 2013:	\$105,894.81
Reserves Account balance as of February 28, 2013:	\$494,515.22
(includes \$54,969.22 of operating funds)	

A check was received from LM Funding (Unit 505) in the amount of \$5,165.50. The homeowner's account is paid through 12-31-13. Unit 1104 was settled on 9-18-13 and a check will be received in October in the amount of \$9,731.70.

Collections Report was reviewed and updates provided. The CAM Team is in the process of moving the collection procedure into the CINC system so that it becomes more automated. Since the CINC collections program is progressive based on the balance amount, how old the balance is, and how long the account has remained at each collection level, it is taking some time for some of the older account balances to move to the correct level. Actions taken under New Business.

Violations Report – since the March Board Meeting the following violation letters have been sent: pet waste – one (1) first notice and one (1) second notice; signs – one (1) For Sale, one (1) For Rent, and one (1) on a vehicle; garbage bags – twelve (12) first notices, ten (10) second notices and three (3) final notices; garbage cans stored in front of garage – one (1) first and second notice; grass damage – nine (9) notices; landlord/tenant forms – fifteen (15) final notices advising that if not received by July 26th a fines hearing would be scheduled. Units 1103, 1304, and 1903 have not complied; parking in another resident’s driveway without permission – one (1) first notice.

Management Updates:

- Roof repairs – Units 603, 704, 705, 1205, 1301, 1303 & 2001 – total \$4,625.00
- Gutter repairs – Units 704 (\$140.00) & 1402 (\$175.00)
- Pool gate repaired - \$225.95
- Drain installed on both sides of Building 700 - \$3,618.00
- Sod and shrubs replaced, playground mulch installed (\$2,839.00), sold replaced where damaged by vehicles (\$192.00), additional shrubs/ground cover replaced (\$1,206.00)
- Tree limbs trimmed - \$900.00
- Four new owners – 303 (CitiMortgage), 1104 (US Bank NA), 2105 (Charles Janson), & Unit 806 (Frank Pei-Chung Yi & Hsiao-Yen Jennifer Yi)
- 47 rentals – 904 & 304 are vacant/For Rent; 2013 occupied/For Rent
- Unit 1901 pending foreclosure sale – auction date is October 3rd
- Fourteen (14) vacant units – 203, 303, 304, 806, 904, 1001, 1102, 1103, 1302, 1403, 1605, 1901, 1904, 2102

VI. OLD BUSINESS - None

VII. NEW BUSINESS

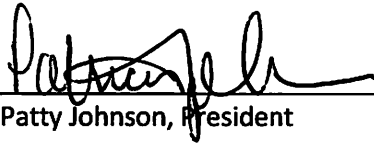
- Collection Actions – A motion was made by Eden Martin and seconded by Patty Johnson to send Unit 1201 to LM Funding and to send the LM Funding letter to Unit 805. None opposed. Board approved.
- The attorney for Eric Kelley (Unit 203) made an offer of \$3,000.00 to settle the pending litigation. The Board authorized the attorney to counter at \$13,000.00.
- Three bids painting bids were received. Cost breakdown is attached to these minutes. A motion was made by Eden Martin to approve the bid from Leister Construction at a cost of \$101,728.65. Wes Fina seconded. None opposed. Motion carried. The Board asked that the contractor provide color palettes for approval.
- Bid were received for the renewal of insurance. A motion was made by Patty Johnson and seconded by Eden Martin to renew the insurance policy with Herbie Wiles. None opposed. Board approved.
- Bids were received for landscape maintenance. A motion was made by Patty Johnson and seconded by Eden Martin to renew the landscape contract with R&D Landscape. None opposed. Board approved.
- A new trash can is needed for the mailbox area. Two choices were provided and the Board approved the purchase of a 30 gallon trash can from Barco Products at a cost of \$448.85 plus shipping.

- The bulletin board by the mailboxes is in need of repair/replacement. Southern Woods will be contacted for a bid to refurbish the current bulletin board and to move it to the right side of the mailboxes.
- Management presented "Written Rules for Inspection of the Official Records of the Community" that govern the process should a homeowner wish to inspect the Association's records. A motion was made by Eden Martin and seconded by Patty Johnson to adopt the rules as presented. None opposed. Board approved.
- Vacant Board seat – one open seat remains. A volunteer is needed to fill this position.
- Covenants Enforcement Committee – Two homeowners have volunteered to serve on this Committee. At least one more volunteer is needed. Several issues are pending and need to be referred to this Committee.
- Next meeting date – Budget Meeting – November 18, 2013 – 6:30 p.m. – Pine Castle.

IX. ADJOURNMENT

All business being completed, Patty Johnson made a motion to adjourn the meeting and Eden Martin seconded. None opposed. The meeting was adjourned at 7:39 p.m.

I hereby certify that this is an accurate and factual presentation of the Minutes of the Board of Directors Budget Meeting held on September 23, 2013.



Patty Johnson, President