

**Pottsburg Crossing Condominium Association, Inc.  
Board of Directors Budget Meeting  
November 16, 2016 6:00 p.m.  
Pottsburg Crossing Pool Cabana**

**I. CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by President, Eden Martin. Proof of Notice was posted on the property in accordance with Florida Statutes.

**II. ESTABLISHMENT OF QUORUM**

**Board Members present:** Eden Martin and Lin White; Kathy Melton represented The CAM Team. A quorum was established.

**Homeowners:** Lori Linares

**III. APPROVAL OF MINUTES**

A motion to waive the reading and to approve the minutes of the August 17, 2016 Board of Directors Meeting was made by Lin White. Eden Martin seconded. None opposed and the motion carried.

**IV. OPEN FORUM – NONE**

**V. FINANCIAL REPORT/MANAGEMENT REPORT**

The October 2016 Financials were e-mailed to the Board in advance of the meeting.

Operating Account balance as of October 31:	\$168,540.13
Money Market Account balance as of October 31:	\$626,989.14
(less \$56,084.19 due to Operating Account)	

Total Units – 110 Owner Occupied – 51 (6 vacant, 2 for sale) Rental Units – 59 (6 vacant, 4 listed for rent) Vacancies – 12 units total

There have been two new owners and two new tenants since the August meeting.

There are three total delinquent accounts (over 30 days). The total amount delinquent is \$21,756.73 (one account with LM Funding totals \$16,604.82 of that amount).

Violations Report – A final notice was sent to Unit 202 concerning a dog being out without a leash and pet waste.

**Projects Completed:**

- Landscape improvements
- Tree trimming and tree removal at Unit 1006
- Entrance gate lighting
- Irrigation valve replacements and sprinkler head replacements
- Gate callbox board replaced
- Hurricane Matthew roof leaks repairs – Units 101, 506, 604, 801, 903, 906, 1006, 1101, 1205, 1401, 1603, and 1705

- Hurricane Matthew common area repairs completed – wooden fence in front of pool, vinyl fences at Units 2004, 2006, and 2101; gutters downspouts at Units 204, 501, 803, 906, and 1905

**Scheduled to be Completed:**

- Fence replacement in progress
- Garage wood rotten – Unit 501
- Hurricane Matthew window/door leaks – Units 905, 1006, 1104, 1205, 1301, 1603, and 1904

**VI. COMMITTEE REPORTS - NONE**

**VII. OLD BUSINESS - NONE**

**VII. NEW BUSINESS**

- A copy of the proposed 2017 Budget was mailed to homeowners. Assessments will remain at \$220.00 per month. A motion was made by Eden Martin and seconded by Lin White to approve the budget as presented. None opposed and the motion carried.
- Travis Simpson emailed Management after the last meeting to express his intent to become a Board member. As Mr. Simpson was not in attendance, Eden Martin made a motion to deny the request. Lin White seconded. None opposed and the motion carried.

**IX. ADJOURNMENT**

All business being completed, Eden Martin made a motion to adjourn the meeting. Lin White seconded. None opposed and the meeting was adjourned at 6:07 p.m.

Respectfully Submitted,

Kathy Melton, CAM

  
Eden Martin, President