

**Pottsburg Crossing Condominium Association, Inc.**  
**Board of Directors Budget Meeting**  
**November 14, 2018**  
**Pottsburg Crossing Pool Cabana**

**I. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by President, Eden Martin. Notice of the meeting was posted on the property in accordance with Florida Statutes. In addition, Proof of Notice was provided showing that the proposed 2019 budget was mailed out to all homeowners of record in accordance with Florida Statutes.

**II. ESTABLISHMENT OF QUORUM**

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

**Homeowners:** Tanya McCalop

**III. APPROVAL OF MINUTES**

A motion to waive the reading and to approve the minutes of the June 27, 2018 Annual/Election Meeting was made by Lin White. Brittany Patterson seconded. None opposed and the motion carried.

**IV. OPEN FORUM - NONE**

**V. FINANCIAL REPORT/MANAGEMENT REPORT**

The October 2018 financials were e-mailed to the Board in advance of the meeting.

|   |              |
|---|--------------|
| Operating Account balance as of October 31 <sup>st</sup> :    | \$ 74,221.93 |
| Money Market Account balance as of October 31 <sup>st</sup> : | \$534,268.02 |
| (less \$56,084.19 due to Operating Account)                   |              |

Total Units – 110 Owner Occupied – 48 (2 units listed for sale) Rental Units – 62 (0 vacant)

There have been six resales since the Annual Meeting in June.

**Projects Completed:**

- Gutters & downspouts cleaned on Bldgs 100, 200, 300, 500, 700, 900 & 1100 (second time this year)
- Roof replaced at Bldg 1800 - \$16,900.00. To date, a total of 9 roofs have been replaced.
- Minor roof repairs to Units 1701 & 705
- Front signs bleached but are still not clean. DMRS will bring out a pressure washer to get a better result.
- New keypad installed at the gate - \$395.40
- Gates greased so that they would close correctly - \$220.70
- Insurance renewed with approximately \$3,000 cost savings

- Sod/bushes installed at various locations throughout the community - \$2,820.00
- Flashing installed above the rear door at Unit 904 - \$302.50
- DoorKing receiver and transmitter installed at gate - \$445.40

**To be Completed:**

- Replacement of gutters on rear of Bldgs 100, 200, 300, 500, 700 & 900. Scheduled for December 12<sup>th</sup>.
- Various concrete repairs throughout the community.

**VI. COMMITTEE REPORTS - NONE**

**VII. OLD BUSINESS - NONE**

**VII. NEW BUSINESS**

- A copy of the proposed 2019 Budget was mailed to homeowners. The proposed budget calls for the monthly assessments to remain the same - \$225.00. A motion was made by Eden Martin to approve the budget as presented. Brittany Patterson seconded. None opposed and the motion carried.
- A proposal was provided by Edwards Ornamental to install a switch to allow the gates to be held open manually without turning the breaker off - \$290.00. A lock will need to be installed, as well. The Board approved the proposal.
- The Board approved a request from Comcast to upgrade the property to Comcast Fiber Optic Technology. Residents will receive an email from Management with information about the project.

**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 6:12 p.m.

Respectfully Submitted,

Kathy Melton, CAM

  
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Eden Martin, President