

## **Sanctuary at Bay Hill Condominium Association**

Board of Directors Meeting

Community Clubhouse

7400 Sugar Bend Drive

Orlando, FL 32819

April 3, 2017 6 p.m.

Paul Dobson called the meeting to order at 6:02 p.m.

### **Establishment of Quorum**

Board Members Present:

- Ivy Davis (President)
- Richard Thonert (Vice President) Via Skype
- Cherin Sanroma (Secretary/Treasurer)

Also Present:

- Lori Coolidge, LCAM (Property Manager)
- Paul Dobson (Homeowner)
- Kristine Dobson
- Wanda Texas, LCAM (to take minutes)
- Brenda Rozanc, LCAM, One Source Management Solutions, Inc.

**A quorum of the Board was established.**

### **Proof of Notice**

Proof of notice was posted Tuesday, March 2, 2017

### **Rules and Regulations**

Paul Dobson presented to the board an update to the rules and regulations. The previous board of directors had agreed that some items in the association documents needed to be inserted in the association rules and regulations. The recommended updates regarding are attached.

***Action Plan: Lori to research if requiring a dog with an aggressive history can be enforced. Lori is to research if association can require a pet to be microchipped. Lori to research signs to place on pet waste stations indicating the association is not responsible for pet actions.***

### **Website**

The association website is inactive at this time. Lori has received two proposals for updating and managing the website. Brian Walton has submitted a proposal for \$1500 to initiate and design the site with a monthly maintenance fee of \$150.00 per month. Bobby Jones has submitted a proposal of \$1500 to initiate and design the site with a monthly maintenance fee of \$30-50 per month. While Mr. Jones is the least expensive option, Mr. Walton's experience is more extensive and the sample websites look more professional. Richard Thonert motioned to hire Brian Walton to design and manage the association website contingent on the association owning the site domain. Cherin Sanroma seconded the motion. All were in favor and the motion passed.

***Action Plan: Lori is to confirm that the domain will be owned by the association prior to initiating the contract with Brian Walton***

### **Association Management**

Brenda Rozanc, LCAM announced that Premier Management Group was no longer involved in the management of the association. One Source Management Solutions has acquired the account. Ivy Davis motioned for One Source Management Solutions to provide a new proposal based on additional work needed to streamline the association management. Richard Thonert seconded the motion. All in favor, the motion passed.

**Action Plan: Brenda is to submit a proposal at the May meeting.**

## **Reserves**

BB&T Bank has requested to a presentation for the board at 10:30am on April 4<sup>th</sup>. All board members are invited to attend. This will not be a board meeting and is voluntary. The reserves have reached a point that another bank account is required in order to keep all funds FDIC insured. The current accounts require 3 signatures and it is proving difficult to get 3 board members together. Ivy motioned to reduce the signature requirement to 2 board members. Richard seconded the motion. All voted in favor, the motion was passed.

## **Financials**

Financial reports were reviewed. Lori explained there was a problem with a check issued to the trash company, the check was cashed by an unknown 3<sup>rd</sup> party, and a fraud investigation has been initiated and should be resolved soon. As most association members pay online or electronically, coupon books are an unnecessary expense. Richard Thonert motioned to send notice to homeowners that coupons books will not be issued for 2018. Cherin Sanroma seconded the motion. All voted in favor to advise homeowners that payment coupon books will no longer be provided. Plumbing repairs are up due to age of water lines. Asphalt is in need of sealcoating. Richard motioned to get proposals for sealcoating. Ivy Davis seconded the motion. All voted in favor, the motion passed.

Ivy Davis has concerns over the location of the columns pertaining to the gutter retrofit.

**Action Plan: Ivy and Lori are to sit down to discuss replacing the water lines between the water meter and the buildings.**

**Action Plan: Lori to get bids for sealcoating the asphalt.**

**Action Plan: Ivy will meet with Lori to review the retrofit plans.**

## **New Business**

There is an issue with kids jumping the fence to utilize the amenities and to shortcut to the bus stop.

The next meeting will be Tuesday, May 23, 2017 at 6pm.

**Ivy Davis motioned to adjourn the meeting at 7:35. The motion was seconded and all voted in favor to adjourn.**

- **Action Plan: Lori to research if requiring a dog with an aggressive history can be enforced. Lori is to research if association can require a pet to be microchipped. Lori to research signs to place on pet waste stations indicating the association is not responsible for pet actions.**
- **Action Plan: Lori is to confirm that the domain will be owned by the association prior to initiating the contract with Brian Walton**
- **Brenda is to submit a proposal at the May meeting.**
- **Action Plan: Ivy and Lori are to sit down to discuss replacing the water lines between the water meter and the buildings.**
- **Action Plan: Lori to get bids for sealcoating the asphalt.**
- **Action Plan: Ivy will meet with Lori to review the retrofit plans.**