

Sanctuary at Bay Hill Condominium Association

Board of Directors Meeting

Community Clubhouse

7400 Sugar Bend Drive

Orlando, FL 32819

August 29, 2016, 6:00 P.M.

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

Establishment of Quorum

Board Members Present:

- Paul Dobson (President)
- Richard Thonert (Vice President) Via Skype
- Mike Burch (Vice President)
- Ivy Davis (Treasurer)
- Aditi Gupta (Secretary)

Also Present:

- Lori Coolidge (Property Manager)
- Marian O'Connor (Homeowner)
- Wanda Texas (to take minutes)
- Ricardo Francuzzi (Homeowner)

A quorum of the Board was established.

Proof of Notice

Proof of notice was posted Wednesday August 24, 2016

Approval of the Minutes

Board Meeting Minutes 07/25/16, Ivy Davis motioned to accept. Aditi Gupta seconded the motion. The 07/25/16 minutes were unanimously approved.

Matters Arising

HOTWIRE

No response from Hotwire

Action Plan: *Lori to get with Richard Thonert to draft letter.*

Sidewalks and Paving-Engineer drawings for permits.

Paul Dobson motioned that an additional \$3500.00 be approved for engineer drawings. Aditi Gupta seconded the motion. The vote was 4 for approval. Mike Burch abstained from voting.

Action Plan: *Lori to get engineer drawings completed for the permits.*

Stones for planters between garages

One planter has been completed.

Action Plan: *Lori and Aditi are to research options for replacement to include replacing with similar plants, replacing with different plants, or replacing with rock only.*

Job 1 Security Update

A monthly incident report has been received from Job1 Security. Lori receives daily incident reports.

Action Plan: *Lori is to bring daily reports to next meeting.*

Swimming Pool Designated Smoking Area

This has been implemented by hanging the requested signage.

Withdrawal from the CDARS Program

CDs have been acquired from SunTrust and Chase Banks. There is another CD renewing in October.

Action Plan: *Lori and Mike Burch are to complete signature cards on the new CDs.*

Mailbox Renovation Update

The postal service will complete the address assignments quickly and will be responsible for the keying of the mail box doors.

Roofing Company Issues

The roofing company was contacted and made aware of the water bottle in the dryer vent. They have made changes to include immediately replacing the ridge vent. Lori has asked all residents possibly affected to run their dryers and no other issues have been reported.

Action Plan: *Lori is to contact the roofing company to request that they inspect the dryer vents.*

Home Security Camera Installation

Mike Burch stated that he had already turned in a drawing of the potential camera locations. The board requested that he submit an updated drawing that includes images of the model/type of camera requested to be installed.

Action Plan: *Mike Burch is to provide the board with written plans for camera installation proposal.*

Pressure Wash/Clean Landscape Boulders

Lori advised the board that pressure washing the landscape boulders to clean them will cause significant damage to the boulder. No further action will be pursued to clean the boulders.

Battery Operated Cameras for the Trash Areas

The estimated cost for cameras to be placed in the trash area is \$200.00 - \$500.00. No motions were made to purchase and install. No further action is needed.

Snail Treatment for 7859 Sugar Bend Dr

Treatment has been completed.

Recycling Update

Aditi Gupta completed some research and presented the information. The board determine additional research is needed.

Action Plan: *Aditi is to research companies that purchase recyclables.*

Basket Ball Court Fence

The estimate for the fence to surround the basketball court was presented in the amount of \$7395.00. No motions were made to purchase and install the fence. No further action will be taken.

Board Member Education

The association attorney was consulted regarding board member education. The attorney is opposed to reimbursing any board member for any type of education. The board's options consist of taking the attorney's advice, ignoring the attorney's advice, or consulting with another attorney for a second opinion.

Aditi Gupta motioned to adjourn the meeting at 7:20. The motion was seconded by Ivy Davis. The vote was 4 to 1 in favor of adjourning. Mike Burch voted against adjourning.

- **Action Plan: Lori to get with Richard Thonert to draft letter.**
- **Action Plan: Lori to get engineer drawings completed for the permits.**
- **Action Plan: Lori and Aditi are to research options for replacement to include replacing with similar plants, replacing with different plants, or replacing with rock only.**
- **Action Plan: Lori is to bring daily reports to next meeting.**
- **Action Plan: Lori and Mike Burch are to complete signature cards on the new CDs**
- **Action Plan: Lori is to contact the roofing company to request that they inspect the dryer vents**
- **Action Plan: Mike Burch is to provide the board with written plans for camera installation proposal.**
- **Action Plan: Aditi is to research companies that purchase recyclables.**

Minutes prepared on behalf of the Board of Directors by Wanda Texas