

Titusvillage Section One Protective Association, Inc.
Board of Directors Meeting
October 25, 2016

Minutes - *Unapproved*

Roll Call

Amy Williams, President/Director
Vivian Freeman, Secretary/Treasurer/Director
Robert Payette, Vice President/Director
Neil Johnson, Director

Karen Ogden, Director, was absent. Dennis & Karen Collins, Community Association Managers, were present.

Call to Order – The meeting was held in the conference room at Collins Realty Group and was called to order by association President, Amy Williams, at 7:00 pm. A quorum was established.

Minutes – Reading of the minutes from the September 27, 2016, meeting was waived. A motion to approve the minutes as presented was made, seconded, and unanimously carried.

Treasurer's Report

September Financial Report – Karen Collins reviewed the report – total cash balance as of 09/30/16 for all accounts was \$48,771.09; the operating account had \$13,816.53; the reserve account had \$34,954.56.

Accounts Receivable balance as of 09/30/16 was \$4,813.12. Management sent 6 letters to owners who were past due 2 quarters or more; there has been no response yet.

A motion to accept the Treasurer's Report was made, seconded, and unanimously carried.

Correspondence – There was a letter written in August to the owner of Lot 2 regarding the white storm door and sliders. She told management on October 14, 2016 that she bought the property that way. The board still believes that she needs to make it right because she is still subject to the association rules; however, the ARC Chairman said to hold off until he has a conversation with the owners.

Manager's Report – The curb at the corners has been painted yellow with black “No Parking” stenciled on it. Everyone agreed that this looked good and that people are paying attention. Dennis has checked on most of the units where that received letters requesting repairs, but nothing has been done with them. This will continue to be monitored.

Ms. Freeman asked if there was a policy on hurricane shutters. There is no formal policy and various types in use. Management suggested the board establish a hurricane shutter policy and include the ones currently in use.

Old Business – None

New Business – Discussion and proposal of the 2017 Budget – most budget line item stayed the same. Categories were funded based on 2016 expenses. A new category is Trees & Plants so plants can be added to the area around the sign. The Road Repairs reserves is significantly decreased because the seal coating was done this summer, increasing the life of the road. Management expects to have approximately a \$9,000 cash carry over from 2016 and applied it to the 2017 budget. The budget is set at \$420 per unit for the year.

A motion to propose the attached budget was made, seconded, and unanimously carried. Management will mail the proposed budget to all owners and the board will adopt it at their November meeting on 11/22/16.

Ms. Williams noted that someone in the neighborhood had his tires and wheels stolen leaving the car on blocks.

A motion to adjourn was made, seconded, and unanimously carried. Meeting adjourned at 7:28 pm.

Respectfully submitted October 31, 2016 by,

/es/ Karen Collins

Karen Collins