

**Titusvillage Section One Protective Association, Inc.**  
**Board of Directors Meeting**  
**November 24, 2015**

**Minutes - Approved**

Roll Call

Amy Williams, President/Director  
Robert Payette, Vice President/Director  
Neil Johnson, Director

Vivian Freeman, Secretary/Treasurer/Director, was absent. Dennis Collins and 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 7:05 pm. A quorum was established.

Minutes – Reading of the minutes from the October 27, 2015, meeting was waived. A motion to accept the minutes as presented was made, seconded, and unanimously carried.

Treasurer's Report

October Financial Report – Karen Collins reviewed the report – total cash balance as of 10/31/15 for all accounts was \$62,578.95; the operating account had \$15,287.39 and the reserve account had \$47,291.56.

Accounts Receivable balance as of 10/31/15 is \$8,268.37. After payments were applied the updated accounts receivable as of 11/24/15 is \$7,333.37. Ms. Williams noted that there are several owners on the A/R list that are typically not there and wondered if the issues the residents have with mail being delivered are related to that. The board decided to forego late charges and send statements to those owners who have not yet paid. Management sent collection letters to 5 owners asking for payment. A letter was received from the attorney regarding Lot 15 – they have not paid as requested and the next step would be to file the lien. A motion was made, seconded, and unanimously carried to have the attorney file the lien for unpaid assessments on Lot 15.

The journal entries to move the sidewalk expense from the operating account to the reserve account Deferred Maintenance were not made until November and will show on the November report.

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

Correspondence – Collection letters were reviewed.

Manager's Report – Manager Dennis noted that an owner had an issue with her sprinkler heads. She discussed it with Robert DiPasquale who as going to take care of it in a couple of weeks at no charge. When Robert didn't get it done when she thought it would be done, she contacted Neal Johnson who knew nothing about the issue. The owner should have called management.

Mr. Johnson asked if there was any feedback from the “violation” letters that were sent out. Management reports that it has been positive – some owners are making repairs and letting management know that.

#### Old Business

Management provided a copy of the City of Titusville ordinance regarding limitation on keeping of dogs and cats in residential zones and vacant properties. There can be no more than 5 dogs and or cats.

Management also checked with the insurance agent to see if the insurance policy had any restrictions on breeds of dogs – it does not.

The Ferrell cats are still an issue so management will send the owner who is feeding them a letter.

#### New Business

Due to the Christmas holiday and people traveling, the December meeting will be cancelled. If there are any issues, management will contact the board by phone and/or email. There was no other business to discuss.

Management will send the minutes out via email for approval so they can be posted.

A motion to adjourn was made, seconded, and unanimously carried. Meeting adjourned at 7:26 pm.

Respectfully submitted December 5, 2015 by,

/es/ Karen Collins

Karen Collins