

Winchester Courts HOA, Inc.
Board Meeting Minutes
April 12, 2016
6:45pm at Sea Breeze Office
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APPROVED

1) Call to order and confirm quorum of board members

Meeting was called to order by Carol Coopersmith at 6:50, with Board Members Sharon Bell, Bill Catron, Mike McCarthy and Rose White present. Also in attendance was property manager Summer Jasser representing Sea Breeze Management.

The Board met with members of the community in an open forum. The Board heard from the residents in building 41 regarding the special assessment.

2) Reading of previous board meeting minutes or motion to forego

Motion by Rose White to accept the March 8, 2016 minutes as presented seconded by Carol Coopersmith and passed unanimously.

3) Treasurer's Report

Sharon gave the Treasurer's Report.

Motion was made by Rose White to instruct management to cancel opening a bank account in PNC and to look into BB&T's CDARS program, seconded by Bill Catron and passed unanimously.

Motion was made by Bill Catron to accept the treasurers' report as presented, seconded by Rose White and passed unanimously.

Motion was made by Rose White to table the voting on the special assessments, seconded by Sharon Bell and passed unanimously.

The Board instructed management to contact the attorney for an opinion to look at the Seacoast map regarding the sewer lines and to determine how the charges should be assessed. The Board also wants to look into amending the governing documents with regard to changing the sewer and water lines and window frames to Association responsibility and to change the percentage requirement for future amendments.

4) Committee reports:

A- Resale/Rental: Mike reported that a unit will be closing soon.

B- Landscaping: Sharon reported that Valley Crest is doing good job.

C- ARB review: No Report

D- Social/Welcome: No Report

E- Fine: No Report

F- Flat Roof Maint/Repl.: Bill reported that building 26 roof is being replaced.

G – Building Painting: The Board will bring more color options to the next meeting.

Motion made by Bill Catron that at the last meeting the Board approved painting the buildings in 2016, seconded by Rose White and approved unanimously.

H – Fence Maint/Repl.: Fence Project is complete. Bill will survey the fences again.

The fence along Military Trail is in disrepair.

I – Pest Control: No Report

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5) **New & Unfinished Business combined with Manager's Report**

A: Board Approval – Emerson Plumbing

Motion made by Carol Coopersmith to approve invoice 2922 for \$2,750.00 seconded by Bill Catron and approved unanimously.

B: Board Approval – Company Roof -4356A

Motion made by Carol Coopersmith to approve proposal for \$936.00 seconded by Bill Catron and approved unanimously.

C: Board Approval – Company Roof – 11697

Motion made by Carol Coopersmith to approve proposal for \$380.00 seconded by Bill Catron and approved unanimously.

D: Board Approval – Company Roof – 4318D

Motion made by Carol Coopersmith to approve proposal for \$853.00 seconded by Bill Catron and approved unanimously.

E: Board Approval – Triple-M-Brick Pavers, Inc

Motion made by Carol Coopersmith to approve invoice 1164 Final for \$975.00 seconded by Bill Catron and approved unanimously.

F: Notice of Violation – Code Enforcement

The Board reviewed the Notice of Violation by the City regarding the fence along Military Trail.

G: Board Approval – Bulldog Fence

Motion made by Rose White to accept the proposal for \$1,900.00, seconded by Carol Coopersmith and approved unanimously.

H. Parking Enforcement

Bill will give guidelines for next meeting.

I: Bid Policy –

Motion was made by Rose White to allow management to spend up to \$1,000.00 for an emergency repair without the requirement of getting a second bid, seconded by Sharon Bell and approved unanimously.

J. Tennis Court Net – The net was tightened and the landscapers will clean up the leaves and trim the hedges along the fence.

The irrigation shed was discussed, Sharon will clean out the shed and then the size requirement will be evaluated.

6) **Confirmation of next meeting and motion for adjournment**

Next meeting will be the Tuesday, May 10, 2016 at 6:45 pm at the Sea Breeze office

There being no further business, Rose White motioned to adjourn at 9:30 pm, seconded by Mike

McCarthy and passed unanimously.