

Winchester Courts HOA, Inc.
Board Meeting Minutes
August 9, 2016
6:45 p.m. at Sea Breeze Office
Page 1 of 2

APPROVED

1) Call to order and confirm quorum of board members

a. Meeting called to order by Mike McCarthy at 6:45 with Board Members Bill Catron, Sharon Bell and Rose White present. Also in attendance were property managers Summer Jasser and Michael Shatz representing Sea Breeze Management.

b. **Absent:** Carol Coopersmith

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

Motion by Mike McCarthy to forgo reading and accept the July 12, 2016 minutes as presented. Seconded by Bill Catron and approved unanimously.

3) Resignation of Carol Coopersmith

Motion by Sharon Bell to accept the resignation of Carol Coopersmith. Seconded by Mike McCarthy and approved unanimously.

4) Re-Organization of Board

Mike McCarthy to serve as President
Bill Catron to serve as Vice President
Sharon Bell to serve as Treasurer
Rose White to serve as Secretary

Motion by Sharon Bell to reorganize the board as above. Seconded by Rose White and approved unanimously.

5) Treasurer's report and past due accounts

Motion by Bill Catron that Company's \$8,750 roof maintenance inspection report fee fall under roof reserves. Seconded by Sharon Bell and approved unanimously.

Sharon Bell requested that 2nd letters be sent to delinquent owners.

6) Treasurer's Report

Motion by Bill Catron and seconded by Mike McCarthy to accept the Treasurer's Report as presented. Approved unanimously.

7) Committee reports:

A- Resale/Rental:

B- Landscaping:

Sharon Bell noted that vines need to be pulled out by the roots around trees at border of Hazel. Ferns growing between bushes. Bushes need to be below the top of fences, off the fence and sidewalks.

Mike McCarthy requested letter to owner of 11591 22D to remove ficus between fence/patio. Contact landscaper on best rate for owners needing to remove growth between fence/patio.

C- ARB review: None

D- Social/Welcome: None

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Page 2 of 2

E- Fine: None

F- Flat Roof Maint/Repl.:

Campany Roof Proposal – 11655 Winchester Court
Campany Roof Proposal – 4318 Hazel St.

Motion by Mike McCarthy to accept both Campany proposals. Seconded by Rose White.
Approved Unanimously.

G – Building Painting:

Painting was done in 2003 and 2010. Schedule pending for next painting.

H – Fence Maint/Repl.: None

I – Pest Control:

8) New & Unfinished Business combined with Manager’s Report

A. Window Frames – Committee Report

Bill Catron requested all related documentation from Sea Breeze and will submit final report for the board’s consideration before board moves forward.

9) Any other business that properly comes before the board

A. Request for Bids: Board requested that Sea Breeze obtain bids for the following:

1. Clean mansards
2. Power wash sidewalks
3. Grind and fix cement trip hazards. Grind and fixing are separate costs. Contact Sidewalk Solutions and other vendors who previously submitted bids 2-3 years ago.

B. **Motion** by Sharon Bell to remove Carol Coopersmith from all committees. Seconded by Rose White and approved unanimously.

10) Confirmation of next meeting and motion for adjournment

Next meeting is scheduled for Tuesday, September 13, 2016 at 6:45 p.m. at the Sea Breeze office.

There being no further business, Sharon Bell motioned to adjourn at 8:53 p.m. Seconded by Bill Catron. Meeting adjourned.