

**WINCHESTER COURTS HOA, Inc.**  
**BOARD OF DIRECTORS MEETING**  
PLACE: Sea Breeze Office  
**May 25, 2017**  
**OFFICIAL MINUTES**

The meeting was called to order at 6:46 PM by Mike McCarthy.

Directors Present: Mike McCarthy, Sharon Bell, Bill Catron and Linda Pyburn

Directors Absent: Dennis Leon

Management Present: Laura Carlisle, LCAM

The Board review the minutes from the April 27, 2017 Board of Directors Meeting.

MOTION: Mike McCarthy made a motion seconded by Bill Catron to approve the minutes from the April 27, 2017 Board of Directors Meeting. The motion carried 4 to 0.

Roseanne Young was present to discuss the late letter that she received from the Sea Breeze in regards to a Special Assessment charge that was never invoiced to the owners of that building. Management will send out invoices and copies of the receipts of the work that was done for the special assessment to the owners that received the late letters for the special assessment.

The Board reviewed the April 30, 2017 Month End Financials.

MOTION: Bill Catron made a motion seconded by Mike McCarthy to approve the April 30, 2017 Month End Financials. The motion carried 4 to 0.

The Board of Directors asked management to draft a Newsletter for the community and get it out to the Board and Peggy in the community.

Mike McCarthy gave an update on the Resale and Rentals in the community.

Sharon Bell gave an update on the landscaping in the community.

The Board reviewed the Architectural Applications that were on the table.

The Board discussed the roof report provided by Campany Roofing. The Board will need to replace the roofs at Building 10 and 11 and are waiting for a proposal for the replacement cost.

MOTION: Bill Catron made a motion seconded by Sharon Bell to approve the repair at Building 32 (line 24) to be paid from roof repairs, and repair the broken and faded tiles in line item 19 and 20 for a total amount of \$2682.00 to be paid out of the reserves. The motion carried 4 to 0.

The Board discussed the loan applications. Valley National provided a loan qualification letter for the community. Bill Catron will contact the banker, Brewster Cole, to discuss the loan and the association's options.

The Board discussed the parking enforcement for the community. The association reviewed bids from ARK Security and Garing Parking Enforcement. The community will send a notice out to the community no later than 14 days prior to the next Board Meeting of the parking rules.

MOTION: Bill Catron made a motion seconded by Mike McCarthy that there will be one courtesy notice on all violations and to hire Garing Parking Enforcement starting on July 1<sup>st</sup>. The motion carried 4 to 0.

The Board discussed the maintenance in the community. PRF Services provided a proposal and met with some of the Board members in regards to their services.

MOTION: Bill Catron made a motion seconded by Mike McCarthy to hire PRF Services starting on July 1<sup>st</sup>. The contract will include a golf cart at a cost of \$100 per month and an increase cap per year of 3%. The motion carried 4 to 0.

Bill Catron suggested to the Board to consider having a company clean all dryer vents for the entire community at a discounted rate. Management was asked to put a question out to the community in the newsletter so that it can be discussed further.

There being no further business the meeting was adjourned at 8:56 PM.

Respectfully submitted by:

Laura Carlisle, LCAM

On behalf of Winchester Courts HOA