

**Winchester Courts HOA, Inc.**  
**Board Meeting Minutes**  
May 10, 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 6:45, with Board Members Sharon Bell, Mike McCarthy and Rose White present. Also in attendance was property manager Summer Jasser representing Sea Breeze Management.

**Absent:** Bill Catron

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

**Motion** by Rose White to accept the April 12, 2016 minutes as presented seconded by Sharon Bell and passed unanimously.

**3) Treasurer's Report**

No report was given.

Motion was made by Sharon Bell to instruct management to transfer \$250,000.00 from the First Citizens reserve bank account to BB&T's reserve bank account, seconded by Carol Coopersmith and passed unanimously.

Sharon will look into setting up the CDARS program with BB&T as well as updating the signers on the account.

**4) Committee reports:**

A- Resale/Rental: Mike reported that a unit was sold.

B- Landscaping: No Report

C- ARB review: No Report

D- Social/Welcome: No Report

E- Fine: No Report

F- Flat Roof Maint/Repl.: No Report.

G – Building Painting: No Report

H – Fence Maint/Repl.: No Report

I – Pest Control: No Report

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

A: Notice of Violation- Code Compliance

The fence along Military Trail replacement has been approved and waiting permitting.

The City is requiring a replacement of the Oak tree by one large 18-20 foot Oak Tree or several small Oak Trees. Management will get a price for a large replacement tree.

B: Parking Enforcement

The Board will review the guidelines that were included in the Board Packet and give suggestions.

C: Amendments

The Board does not want to proceed at this time with any amendment changes.

D: Board Approval – Company Roof – 4318D

**Motion** made by Carol Coopersmith to approve proposal for \$1,652.00 seconded by Sharon Bell and approved unanimously.

**Motion** made by Sharon Bell to approve Company Roof Maintenance proposal for \$8,750.00 for the inspection program, seconded by Mike McCarthy and approved unanimously.

The Board also would like copies of the report.

**Motion** was made by Sharon Bell, that based on the attorney opinion and the Declaration, to move forward with the special assessment notice for building (41) 4300 Hazel for the next meeting on June 14, 2016.

The Board authorized Management to send accounts 29A and 19B to the attorney for collection and to waive the late fee and or interest for 17C, 17B, and 43C.

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

Next meeting will be the Tuesday, June 14 2016 at 6:45 pm at the Sea Breeze office

There being no further business, Mike McCarthy motioned to adjourn at 8:35 pm, seconded by and passed unanimously.