

Channing Villas Homeowner Association
February 18, 2019 Board Meeting - 7:00 PM
11951 Suellen Circle, Wellington, FL

1. Roll Call/quorum - meeting was called to order at 7:00pm, by Kathleen Wickles.
2. A quorum was established; Bea Davin, Anne McGuinness, Lee Elizer, Debbie Pace, Kathleen Wickles.

Anne McGuinness was thanked for use of her home for our meeting. It was explained that February annual meeting election and change of meeting date, to second Tuesday of the month conflicted with property manager schedule. However, a February meeting so needed so was scheduled at this location and time.

3. Proof of due notice of meeting – Meeting was properly noticed by sign placed at entrance to community 48 hours in advance.
4. Agenda approval – Additions or Deletions. Agenda was approve unanimously, with no changes.
5. Reading and disposal of any unapproved minutes.
November2018 minutes will be addressed at March 12, Board Meeting.
6. Discussion and Approval of January Invoices.

A motion was made, by Kathleen Wickles, seconded by a Bea Davin to approve payment of all invoices, included in 2/12/2019 packet, with the following two exceptions* which will be discussed and voted upon individually. The motion passed unanimously.

* Exception #1

- Kravit Law, invoice # 18152, for \$570.74.
- Kravit Law, invoice # 18151, for \$67.50.

Following discussion regarding lack of a paper trail documenting the 2018's Board approval, for these services, as well as failure of the Property Manager, despite repeated requests, for email chain and other work products listed on invoice the following decision was made.

- KathleenWickles will request Property Manager provide documentation, (date and details) of when the Board authorized the invoiced legal services?
- Kathleen Wickles to reach out to Kravit Law to obtain copy of email chain and other work products, as well as explain hold up in payment.

A motion to approve was made by Lee and seconded by Bea and approved unanimously.

*Exception #2

- TCI Rood, invoice # W55087, for \$7,410.00.

Following discussion, of the results, of last week's observation and documentation of functioning of community irrigation system, (see attached) it was decided to withhold \$1000, as it does not appear work is 100% completed. Bea Davin will send details of issues to Property Manager with rationale to withhold \$1000 of the payment until work is completed.

A motion to approve was made by Lee and seconded by Deb, and approved unanimously.

7. 2019 Approval to sign contracts/proposals.

A discussion lead to the following Board action, only two (2) people are authorized to sign any contracts, proposals, any and all other binding agreements, including ARC requests, on behalf of Channing Villas HOA, Inc., Kathleen Wickles and Lee Elizer.

- Only one signature is required.
- Prior approval, at a noticed Board meeting, is required for signature
- There will be no approval/vote of any Association matter via email.

A motion to approve was made by Anne and seconded by, Deb and approved unanimously.

8. 2019 spending Authorization

A discussion resulted in the following, that Board approved is required for expenditure of all association funds. The 2018 approval granted to the property manager to approve expenditures up to \$500, without board approval, is rescinded.

NOTE: Email sent to Property Manger 2/19/2019 regarding above changes, by K. Wickles

Discussion resulted in decision to make the following information available for distribution to all members in attendance at Board Meetings.

1. Agenda
2. Minutes approved at prior month's Board Meeting
3. Draft minutes for approval at current meeting
4. Balance Sheet/Profit & Lost

A motion was made by Kathleen seconded by Anne and approved unanimously.

8. Approval of 2/24/2019 Workshop Agenda. Copy attached.

A motion was made by Bea seconded by, Anne and approved unanimously.

9. New Business?

Member raised two "rumors".

- Statements made by Property Manager, following election, that She was unwilling to work with certain board members, would quit and take her vendors with her.

Blood members acknowledged they were aware of this rumor. A. McGuinness asked to explore options should this occur.

- A rumor was circulating that conduit and wiring was relocated, per 11046 owner's request which resulted in additional repair expense.

It was clarified that initially conduit and wiring was placed directly on 11946's property line, as vendor did not want to dig under Australian pines, however placement in this location, would result in damage to conduit pipe and wire if owner installed fence on property. To avoid potential of this damage, Property Manager was contacted, came to property and advised Vendor to relocate. No additional cost Incurred.

With no additional new business, B. Davin made motion to adjourned, all in favor. Meeting adjourned at 8:30pm