

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JANUARY 13, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. DETERMINATION OF QUORUM/ CALL TO ORDER- Paul Maloy, Jack Walsh, Arthur Troast, Peter Bayer, Lynn Griscom, and Marilyn Mclean were present and represented a quorum. Peter, by virtue of his office, called the meeting to order at 3:05pm.
- II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES- Jack made a motion to approve the minutes with two changes. 3<sup>rd</sup> page VII the "topic" was to be clarified as the Bay Street Maintenance topic and on the 2<sup>nd</sup> page G the voting results were to be included (19 for and 11 against). Peter seconded and the motion passed unanimously.
- III. FINANCIAL REPORT- An insurance payment of \$65,000 was received from Great American for the seawall/dock damage. The Association remains in good shape with a \$40,000 YTD surplus for 2009.
- IV. OLD BUSINESS
  - A. ELEVATION CERTIFICATE UPDATE- POSSIBLE FLOOD INSURANCE SAVINGS- Dailey and Associates had performed the elevation certification and information from 1999 showing one building was zoned from B to A5 was discovered. This information was used by R.V. Johnson to immediately take the premiums from \$11,458 to \$8,634. While this was a great savings, it appeared that the East Building was not required to have the flood insurance. This apparently came as a result of Alcoa filing the buildings differently. It was agreed that the flood insurance issue would be brought up at the March meeting.
  - B. SEAWALL PROJECT UPDATE-INSURANCE/REPAIR/PERMITTING- Attachment provided to the Board. Bristol was asked to look into taking the pool level down throughout the project. James agreed to ask Sinclair engineering and Contech. Paul made a motion to hold off on termination of Tart's Artistic's contract until more

information is received. The issue was to be monitored and reviewed at each Board meeting. Lynn seconded and the motion passed unanimously.

- C. **ELEVATOR DEFICIENCY UPDATE-** Landmark elevator consultants were working on securing proposals to take over maintenance contract. Landmark would be recommending a company within the next month or two. The Board asked that James push to get this issue complete as soon as possible as many owners were concerned.
- D. **BALCONY INSPECTION REPORT UPDATE-** James was asked to remind Sinclair that an updated bid re-grading the priorities of each deficiency was due.
- E. **BOAT LIFT UPDATE-** January 25 at 3pm at Bristol Management there would be a workshop to discuss the possible installation of boat lifts. James was asked to assemble pros and cons and type out comments and votes from the survey.
- F. **BAILMENT AGREEMENT UPDATE-** James presented the Board with an updated bailment agreements tailored from Ed's original draft. The Board asked Ed and Arthur to look the documents over and provide input to James.
- G. **2010 ANNUAL MEETING DATE/TIME/LOCATION-** The annual meeting would be February 17, 2010, 4pm, at the Jonathan's Landing Golf Club.

**V. NEW BUSINESS**

- A. **PROJECT MANAGEMENT PROPOSALS-** Arthur made a motion to accept Sinclair's proposal for project management. Paul seconded and the motion passed unanimously. James was asked to get Syd with Contech to renegotiate the Isminger and Stubbs invoice for submerged land lease and DEP help in Tallahassee.
- B. **2010 INSURANCE RENEWALS-**Paul made a motion to accept the proposal from R.V. Johnson as presented. Don from R.V. Johnson was present and stated that renewals could be helped in the down economy from a new appraisal. He also encouraged the Board to look into additional wind coverage for the docks. Jack seconded and the motion passed unanimously.
- C. **DOCK UPDATES- MARKETING AND DOCK ROSTER UPDATE-** Lynn made a motion to create an advisory dock committee of Association members. Ed Hoover would

be asked if he was interested to chair. Marilyn seconded and the motion passed unanimously.

D. C.F. LEASING UPDATE- Lynn made a motion to go ahead with placing a lien on Miss Monica. Arthur seconded and the motion passed unanimously. James was asked to contact Liz Bonan to begin the process.

E. GENERATOR UPDATE- Peter made a motion to purchase 5 new exit signs as repairs would be as much or more than replacement. Paul seconded and the motion passed unanimously.

VI. OPEN FORUM- There would be an upcoming party but no date/time was set. Pat Gross asked that the East patio area above the parking garage be used temporarily while seawall project is underway. Paul made a motion to move the grill outside the pool area. Peter seconded and the motion passed unanimously. Paul made a motion to accept the Generator People's proposal to install a new timer/auto test component to the generator. Peter seconded and the motion passed unanimously.

VII. ADJOURNMENT- Paul made a motion to adjourn at 5:10 pm. The motion was seconded and passed unanimously.

**ANCHORAGE AT JONATHAN'S LANDING  
CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

**WEDNESDAY, MARCH 17, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER, FL 33458**

**MINUTES**

- I. DETERMINATION OF QUORUM/ CALL TO ORDER- Peter Bayer, Marjorie Conti, Paul Maloy, Arthur Troast, Terry Douglas, Roberta Lambert, and Jack Walsh were present and represented a quorum. Peter, by virtue of his office called the meeting to order at 3:00 p.m.
- II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES- Terry made a motion to accept the January 13, 2010 Board meeting minutes as presented. Marjorie seconded and the motion passed unanimously.
- III. FINANCIAL REPORT- The Association was reported to be in good shape through the first 2 months of the year. Highlights included the short sale of the largest delinquent unit. Miss Monica was reported to have been removed from the marina. The overwhelming feeling was that the mortgage holder repossessed the boat. James agreed to investigate.
- IV. OLD BUSINESS
  - A. FLOOD INSURANCE REVISITED- Paul made a motion to keep flood insurance in place for both buildings. Arthur seconded. All agreed that even though one building was not required to have flood insurance, the equity issue and security of having it far outweighed any savings.
  - B. SEAWALL PROJECT UPDATE- Arthur made a motion to terminate Tart's Artistic's contract for paver brick installation at the pool area. Jack seconded. It was agreed that Tart's inability to obtain a bond and the other issues associated with the vendor necessitated looking for an alternate. Jack made a motion to approve Pup Pavers proposal for paver brick installation and send to Liz Bonan to draft a contract for execution. Arthur seconded. It was agreed that an option for the bond would be required in the contract allowing the Association to opt out of the requirement for any reason. The motion passed unanimously. Steve Sinclair was to asked to review Contech's request for 6-8 days of lost work due to the large tree roots found while trying to drive the pilings. His recommendation would be considered when the Board made their final decision.
  - C. ELEVATOR DEFICIENCY UPDATE- Landmark elevator inspection report was reviewed and Arthur made a motion to accept Schindler's proposal after review of Landmark and Liz Bonan. The monthly cost would be \$400.

- D. **BALCONY INSPECTION REPORT UPDATE-** Sinclair Engineering would be focusing on the seawall project until completion. Afterwards their attention would be turned to the balcony reconstruction project.
- E. **DOCK UPDATES-** the Marina advisory Board, chaired by Ed Hoover, gave an update to the Board. The Board agreed that additional signage and bulletin boards were needed to help foster communication with the slip tenants. Paul made a motion to accept GPS's proposal for \$785 to paint the waterside of the dock boxes with the slip number for incoming vessels. Peter seconded and the motion passed unanimously.
- F. **5<sup>TH</sup> FLOOR SOFFIT VENT PROJECT-** James reported the project complete with one minor punch list item. It was agreed that the area looks much better without the wire mesh.
- G. **CASE OF THE MISSING GRILL-** James reported the grill was found in a storage room and left there by the cleaning company to avoid it being stolen. The Board asked James to secure it to the entrance to the pool so it can be used while the pool is closed.
- H. **CATWALK LANDSCAPE PLAN UPDATE/DCB APPROVAL-** James reviewed the DCB approval. Jack and Marilyn would continue to work on the project but the costs may be higher.

V. **NEW BUSINESS**

- A. **CART DOOR REPLACEMENTS-** Peter made a motion to replace 5 cart room doors to be selected by James. Roberta seconded and the motion passed unanimously. The Board agreed that no padlocks would be allowed, rather a deadbolt would be installed and keyed to the door.
- B. **ELECTRIC SHED REPAIR/REPLACEMENT-** The board reviewed proposals from Power Generation and Bill Gilbert. It was agreed that Bob Morehouse would be contacted to bid on a rebuild.
- C. **TRASH CHUTE CLEANING-** Paul made a motion to accept Southern Chutes proposal. Terry seconded and the motion passed unanimously.
- D. **PHOTO CELL OPTION FOR TIMERS- BILL GILBERT-** Paul made a motion to approve Bill Gilbert's proposal as presented. Jack seconded and the motion passed unanimously.
- E. **HORIZON CONTRACT RENEWAL-** Peter made a motion to accept Horizon's contract renewal with no increase. Arthur seconded and the motion passed unanimously.

- VI. **ADJOURNMENT-** The next meeting would be April 21, 2010 at 3pm at Bristol. Paul made a motion to adjourn, Arthur seconded and the motion passed unanimously.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, APRIL 21, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** Arthur Troast, Paul Maloy, Peter Bayer, Roberta Lambert, Terry Douglas, and Jack Walsh were present. Mrs. Conti was absent. Peter, by virtue of his office, called the meeting to order at 3:00pm.
- II. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES-** Arthur made a motion to accept the minutes from the March 17, 2010 Board Meeting with changes to IV. B and IV. H. The section under IV. B to be changed to ".....His recommendation would be considered by the board for final payment." The section under IV. H to be changed to "....to work on the project but the costs may be higher than expected." Paul seconded and the motion passed unanimously.
- III. **FINANCIAL REPORT-** The audit was to be done within the next month. Checks written totaled +- \$29,000. The flood insurance renewed. Seawall/Dock project on budget. Balconies one the only questions that remain. Otherwise, the financials are fine.
- IV. **OLD BUSINESS**
  - A. **SEAWALL PROJECT UPDATE-** Jupiter Plumbing proposed tying in both sections of docks to the meter and backflow located near slip #1. The total projected cost would be \$932. Peter made a motion to accept Jupiter Plumbing's proposal. Roberta seconded and the motion passed unanimously.
  - B. **ELEVATOR MAINTENANCE-** Landmark Elevator Consultants was working on the final contract form with Schindler. Landmark has agreed to notify James when 30 days notice of termination should be sent to CentrellX. There was an upfront charge to get the elevators repaired and prevent the leveling issues experienced since modernization.
  - C. **BALCONY REPAIRS-** The Board asked that any updates be forwarded to the Balcony committee as soon as available. James was asked to work with Liz Bonan to prepare the appropriate notifications for the upcoming project. A brief Q & A was to be included if possible to incorporate commonly asked questions and answers from this type of project.

- D. **DOCK UPDATES-** James supplied an updated dock roster. The Board asked James to offer a dock revenue projection through 2010. James was also asked to update the bailment agreement to include designated parking areas.
- E. **CART DOOR REPLACEMENTS-** The doors were marked on site to indicate those being replaced. GPS has ordered and will install in June 2010.
- F. **PHOTO CELL INSTALLATION-** The photo cells have been installed on the exterior lights for both buildings. This will help prevent the possibility that lights will be off when dark outside. This will not prevent lights remaining on during the daylight if the timers are off due to power outages.

V. **NEW BUSINESS**

- A. **DOCK COMMITTEE UPDATE-** Miss Monica was taken out of the marina. Paul made a motion to have Liz Bonan hold off and “wait and see” on the collection effort. It was noted that the amount owed to the bank exceeded the agreed value of the boat.
- B. **205-E & 204-E LEAK-** James reported that both units are experiencing identical leaks. The problem may be the stucco or roof line. The Board asked James to work with vendors to identify the source of water intrusion and repair.
- C. **PUP PAVER REQUEST-** Terry made a motion to reimburse Pup Pavers \$600 for additional costs due to ConTech’s issues. The \$600 was to be taken off the final retainage to ConTech. Roberta seconded and the motion passed unanimously.
- D. **LETTER TO SLIPS-** The Board agreed the letter to slip tenants was approved for mailing and thanked Ed Hoover for his help.
- E. **FAN INSTALLATION AT POOL AREA-** The Board agreed the fans looked great at the pool. There was a request that they be placed on timers like the bathroom lights. James agreed to coordinate the change.
- F. **ENTRANCE SIGNS-** The Board appointed Marilyn McLean and Lynn Griscom as head of the entrance sign committee. Its purpose is to make a recommendation to the Board on the design of the new entrance signs.
- G. **President’s Council Update-** Peter reported the President’s council met and discussed 2 important issues. Speeding is a serious problem within the gates. Everyone is being asked to slow down for safety and report those in violation to security. The Marina restaurant was in talks with the Golf Club and JL POA to open as a casual, “hot dogs and hamburgers” type of restaurant. The JL POA was thinking about backing up to \$60,000 in losses for the first year. Peter was asked to get a feel from the membership/Board and report back to the JL POA. Peter was asked by the

Anchorage Board to send a non-committal letter asking for more information but indicating a small interest in the concept.

- VI. **OPEN FORUM-** The 5-6 lights at the stairwell entrance of the East building, closest to the pool, was brought up. James reported the lights were hard wired at the request of an owner. The Board asked James to place the lights on a switch like all of the others. Bard asked that the Board look into changing the bulbs in each of the catwalk fixtures from a 60W to a 40 W CFL. The Board asked James to get a proposal for consideration. James was also asked to look into Hullett's offer of a new exterminating scope with does not require entrance to each unit. James was also asked to get a proposal to install roll downs at the pool area. Irrigation was brought up and James was asked to meet with Mike to pursue any deficiencies. James was asked to contact Paul Gross to find the key to the lock securing the BBQ grill. James was asked to move the grill inside the pool area. Marilyn brought up window planter boxes and asked the Board to consider standing DCB approval. James was asked to follow up with Don Brady with Roberta's question on flood insurance coverage for the pool house and pool. James was asked to secure a bid to paint the pool deck and capstone. James was asked to look into those owners currently performing renovations and double check that appropriate building permits were obtained.
- VII. **NEXT MEETING/ADJOURNMENT-** The next meeting would be May 19, 2010 at 3pm in the conference room at Bristol Management. Arthur made a motion to adjourn at 4:47. Terry seconded and the motion passed unanimously.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, MAY 19, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. DETERMINATION OF QUORUM/ CALL TO ORDER- Jack, Peter, Terry, Arthur, and Paul were present and represented a quorum. Peter called the meeting to order at 3:08pm
- II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES- Terry made a motion to approve the minutes from the 4/21/10 board meeting as presented. Paul seconded and the motion passed unanimously.
- III. FINANCIAL REPORT- Dock revenues fell short for the first time in a long time. Landscape and Maintenance are over budget. James and Paul had met with Peter Rene for the 2009 audit. Rene had issues with the dock fees, enforcement of bailment agreements, and end dates missing from most agreements. Paul agreed to reach out to Ed Hoover to go over notes and proposed changes. Rene also asked that all digital check authorizations compared to bank statements be affirmed in an open meeting.
- IV. OLD BUSINESS
  - A. SEAWALL PROJECT UPDATE- Other than minor punch list items, the project was basically complete. The dock fire line work remained along with the official electrical switch over. Dailey and Associates was to be contacted to determine the actual property line between Bayhead and Anchorage to establish placement of the fire line. James review the punch list provided by the Seawall Committee and laid out plans to satisfy each.
  - B. ELEVATOR MAINTENANCE- Landmark continues to wait for Board input on the proposed contract. James was to check once more with Landmark and Schindler and see if there were any issues relative to what Roberta Lambert had brought up, but barring any serious hold-up's the contract was "a go". James would withhold termination of existing maintenance until execution of Schindler's contract. James pointed out that, by Board vote, the payments to CentrellX were being withheld due to lack of proper notice and repairs.
  - C. BALCONY REPAIRS- The updated inspection report was made available by Sinclair and Associates. The Board reviewed and asked James to forward to the balcony committee for input. The Board would readdress at the next meeting.
  - D. DOCK REPAIRS- James reported the dock repairs as outlined by the dock committee as priority items were complete. The rest of the list would be taken care of in order according to its priority level.
  - E. CART DOOR REPLACEMENTS- the doors were in and the installation would be scheduled. Those doors marked with a blue "X" were those being replaced.
  - F. 205-E & 204-E LEAK- James reported Coastal painting was repairing the entire area in question for both units as they are identical leaks in 2 different stacks. A stucco repair at the roof line was warranted and James disclosed several locations on the roof line may pose similar water intrusion problems.

- G. **ENTRANCE SIGNS-** Marilyn and Lynn were asked to review the project and make recommendations, with proposals from qualified vendors, to the Board.
  - H. **DOCK BOX NUMBERING-** This project was complete by GPS. All vessels entering the marina will now be able to locate their slip.
- V. **NEW BUSINESS**
- A. **DOCK COMMITTEE UPDATE-** Mr. Fagelman was requesting a lift to be placed in slip #42. The Board reviewed and approved the lift but made only slip #44 available for the lift. James was to contact Mr. Fagelman to work out the details.
  - B. **2010 DOCK PROJECTIONS-** James reported the projections did not look good against 2010 budget and encouraged the Board to rethink a marketing campaign. The Board agreed to review the request.
  - C. **SCREEN DOCTOR PROPOSAL-** James was able to meet with Screen Doctor and a proposal was being sent to install shades at the cabana house.
  - D. **LANDSCAPE COMMITTEE- POOL AREA UPGRADE-** the Board reviewed GPS's proposal and tabled the approval until more Board review could be given to the project.
  - E. **FLOOD ZONE UPDATE-** Don Brady had reported to the Board that a re-zoning project was complete that may save the Association money on its Flood insurance. The savings would not take place until early 2011.
  - F. **PRESSURE CLEANING IN JUNE-** James asked the Board consider delaying the catwalk pressure cleaning project and use the labor to clean out all maintenance storage rooms throughout the 2 buildings. The Board agreed.
- VI. **OPEN FORUM-** James was asked to schedule the Termite inspection for all penthouse units including attic dusting. The next meeting would be June 23, 3pm, at Bristol. The following meeting would be July 21, 3pm, at Bristol. Jack made a motion to approve an expense not to exceed \$250 for 4 new outdoor speakers for the pool area.
- VII. **ADJOURNMENT-** Arthur made a motion to adjourn at 5:04. Terry seconded and the motion passed unanimously.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JUNE 23, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** Arthur Troast, Peter Bayer, Marjorie Conti, Terry Douglas, Paul Maloy, Jack Walsh, and Roberta Lambert were present and represented a quorum.
- II. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES-** Terry made a motion to approve with one change to the approved slip for Fagelman's lift from 45 to 44. Paul seconded and the motion passed unanimously.
- III. **FINANCIAL REPORT-** Paul made a motion to move \$100,000 from operating to reserves (anchor CDAR) and to make the accounting entry to move \$100,000 from fund balance to reserves to prevent the "DUE TO". Jack seconded and the motion passed unanimously. June 30 was the planned completion date for the 2009 audit. The May financials showed dock revenues below budget, and 6105-100 overage (major). Jack asked that maintenance expenses be reviewed against budget prior to expending funds. James was asked to generator a report for account 6105-100 and forward, by email, to the Board.
- IV. **OLD BUSINESS**
  - A. **SEAWALL PROJECT UPDATE-** Roberta asked that Sinclair provide as-builts, compaction testing results, and information on back billing to Contech. James was asked to work with Metro to find possible savings if Association contracts for some of the work.
  - B. **ELEVATOR MAINTENANCE-** Peter made a motion to ratify the decision to contract with Schindler Elevator Maintenance. Terry seconded and the motion passed unanimously.
  - C. **BALCONY REPAIRS-** Roberta made a motion to notify Sinclair to finish phase 3 of his current contract. Paul seconded and the motion passed unanimously. Peter made a motion to create a Balcony Committee charged with reviewing all information and making further action recommendations. Peter further moved that the committee would be comprised of Roberta and Dick Lambert, Arthur Troast, Emil Conti, Bard McClean, and Paul Gross. James was asked to facilitate the committee meetings. Terry seconded and the motion passed unanimously.
  - D. **DOCK REPAIRS-** All Dock repairs under "A" in the dock committee report, have been repaired.

- E. **CART DOOR REPLACEMENTS-** The doors were stored on site and GPS was scheduling the installation for early July.
  - F. **ENTRANCE SIGNS-** Paul made a motion to have GPS offer a proposal to build a sign similar to Tierra Del Sol off US1. The sign was to be 11 feet long with all other measurements in proportion to the Tierra sign. Roberta seconded and the motion passed unanimously.
  - G. **TERMITE INSPECTION-** James was to work with Highland to reschedule immediately.
- V. **NEW BUSINESS**
- A. **DOCK COMMITTEE UPDATE-** James was asked to look into the possibility of having an ad placed on Craig's List for the Marina.
  - B. **POOL AREA REPAIR PROJECT-** Peter made a motion to approve the GPS proposal for \$4,750 to apply an epoxy coat to the pool area floor and seawall capstone. Prior to this installation all concrete patching, etc would be taken care of. Also extensive wood removal and stucco application would take place around gazebo. Roberta seconded and the motion passed unanimously.
  - C. **GENERATOR ISSUE-** The Generator auto cycled on for several hours. The Generator people were looking into the cause.
  - D. **LANDSCAPE COMMITTEE UPDATE-** Peter made a motion to accept the Landscape committee's proposal with a price not to exceed the 2010 budgeted amount for landscape replacement. James was to organize the effort with Horizon. Roberta seconded and the motion passed unanimously.
  - E. **LIFT REQUESTS-** Mr. Fagelman was to be notified that slip 44 would be available to him for a lift. Roberta made a motion to approve lifts in slips 44-49. Paul seconded and the motion passed unanimously.
- VI. **OPEN FORUM-** A newsletter was to be created as soon as possible. A letter to Tart's Artistic was to be drafted by Liz Bonan asking for him to update his proposal to show the deposit he took in 2008. The idea was to get on record with Tart's.
- VII. **ADJOURNMENT-** Arthur made a motion to adjourn at 5:05pm. Marjorie seconded and the motion passed unanimously. The next meeting would be July 21, 2010 at 3pm in the offices of Bristol Management.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JULY 21, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. DETERMINATION OF QUORUM/ CALL TO ORDER- Paul, Jack, Roberta, Margie, Arthur, Peter, and Terry were present and represented a quorum. Peter, by virtue of his office, called the meeting to order at 3:05pm.
- II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES- Roberta made a motion to accept the minutes with corrections. Margie was present, not absent. Also, strike section where Roberta was to contact Liz Bonan. Peter seconded and the motion passed unanimously.
- III. FINANCIAL REPORT- Paul reported that the 2009 audit was received from Rene and Associates. Dock revenue continues to be an issue. It was clear that additional marketing was needed. Account 6105 has become a "black hole" in budgeting. Paul and James agreed to research items in the 2010 operating budget that could be coded to reserves. Roberta made a motion to send a notice to the membership that the 2009 audit is available. Paul seconded and the motion passed unanimously.
- IV. OLD BUSINESS
  - A. SEAWALL PROJECT UPDATE
    1. DOCK FIRE SUPPRESSION- Roberta made a motion to accept Metro Fire's proposal for dock fire suppression. Paul seconded and the motion passed unanimously. James was asked to forward the proposal to Liz Bonan to create a contract for execution.
    2. PUNCH LIST UPDATE- Contech had approved for James to arrange the repairs of all remaining punch list items for a price not to exceed \$300. Gatekeeper has agreed to replace the gate posts with a much larger post to provide stability. Post termination points into the capstone will be ground down and GPS will provide touch up paint. Terry mentioned that the gate locks are open to the elements and need to be addressed. James agreed to set up meeting with Terry and Sixberry.
  - B. ELEVATOR MAINTENANCE- James reported that Schindler was doing a great job. Minor maintenance issues have been addressed immediately. The Landmark inspection did note deficiencies created by CentrellX. Proposals for those repairs are pending.

- C. **TART'S ARTISTIC DEMAND LETTER-** The discussion centered on the need to have these road repairs done immediately. Bayhead owes 1/3 by an easement agreement. They have been stonewalling the Anchorage and now the contacts we had have moved out. Tart's owes the Association over \$11,000 from a deposit made for this project in 2008. The JLPOA has already said "no" to taking over the maintenance of the road. James was asked to get cost/scope/schedule to the Board from Craig Tart. A letter from our attorney is needed demanding Bayhead pay their fair share. Peter agreed to review the letter. A 90 day timeline was placed on the project.
- D. **BALCONY COMMITTEE UPDATE-** Memo attached. Roberta updated the Board on the committee's progress. It was noted that 6 units have still not been accessed by Steve Sinclair. James agreed to arrange access for Steve by rekeying those units with bad keys. August 5 would be the next committee meeting. Roberta asked the Board to submit any and all legal issues that may come up in the balcony project. The committee will review and advise the Board as to what information would be needed from our attorney.
- E. **POOL AREA REPAIRS-** Terry made a motion to approve Gatekeeper's proposal for \$990 for a 4 foot aluminum fence to match existing to replace the section of damaged wood fence. Peter seconded and the motion passed unanimously. Arthur made a motion to approve the \$3,900 proposal from GPS to rebuild termite damaged wall at pool. Roberta seconded and the motion passed unanimously.
- F. **CART DOOR REPLACEMENTS-** An additional set of doors was needed as the 5<sup>th</sup> door of this round was used to replace termite damaged doors near 301-E. Paul made a motion to approve GPS's proposal for \$1,895 for the repairs to the termite damaged door frames and stucco repairs.
- G. **ENTRANCE SIGNS-** James was asked to get Cotleur and Hearing to create a rendering of the new Anchorage sign using a photo from Tierra del Sol. A price not to exceed of \$125 was given on the project.

V. **NEW BUSINESS**

- A. **2009ANNUAL REPORT-** The Board agreed the notice that the report is available could be included in the newsletter.
- B. **DOCK COMMITTEE UPDATE**
  - 1. **BULLETIN BOARDS-** a new bulletin board will be installed at each of the 3 dock entrances.
  - 2. **CANCELLATION/NEW BAILMENT AGREEMENTS-** James gave an updated dock roster to the Board and review the cancellations.

3. Website- A website was discussed. James agreed to send the Board the password and login info for MyTuscanyHOA.com.
  4. Craig's List- James and Terry agreed to work on this project.
- C. LANDSCAPE COMMITTEE UPDATE- Peter made a motion to place a price not to exceed on the tree removal project of \$2,900. Terry seconded and the motion passed unanimously. James was to secure a second proposal and choose the vendor.
  - D. Catwalk Landscaping- Jack asked to withdraw the catwalk landscaping idea
  - E. NEWSLETTER- Peter asked James to send Roberta and Paul his article for review. James was asked to send a draft version of the newsletter to the Board for approval.
- VI. OPEN FORUM- Bob Morehouse still had not started the dock electric box rebuild. James was asked to follow up with Bob and get a revised timeline for completion.
  - VII. ADJOURNMENT/NEXT MEETING DATE AND TIME- Arthur made a motion to adjourn at 4:34pm. Paul seconded and the motion passed unanimously. The next meeting would be August 18, 2010, 3pm at Bristol.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, AUGUST 18, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. DETERMINATION OF QUORUM/ CALL TO ORDER- Peter Bayer, Roberta Lambert, Paul Maloy, Margie Conti, Jack Walsh, and Arthur Troast were present and represented a quorum.
- II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES- Peter made a motion to approve with the following changes: The third sentence under III. Should read "It was clear that additional marketing was needed ." The third sentence under IV. (B) should have "Landmark" capitalized. The 3<sup>rd</sup> to last sentence under IV. (C) should say ".....our attorney is needed . Roberta seconded and the motion passed unanimously.
- III. FINANCIAL REPORT- Paul reported that the month looked okay, there was a revenue shortfall due to the dock income, maintenance and repair seems to be one of the larger negative variances. James provided a detailed breakdown of each expense under 6105-100. The Board agreed none of the expenses could have been avoided, but Paul offered a suggestion that 9 of the larger charges be booked against common reserves. The reallocation could take the negative variance down around \$7,000.
- IV. MANAGEMENT REPORT- James reviewed all Work Orders and CCR's.
- V. OLD BUSINESS
  - A. SEAWALL PROJECT UPDATE
    1. DOCK FIRE SUPPRESSION- Roberta made a motion to accept Metro Fire's proposal. Paul seconded. It was agreed that James would forward to the Association attorney, Liz Bonan, to review and create a contract. James would forward this to Metro for comment and then was advised to sign on behalf of the Board of Directors.
    2. PUNCH LIST UPDATE- The only major punch items remaining belonged to Gatekeeper. James assured the Board he was working with John from Gatekeeper to fix all of the problems.
    3. TOTAL PROJECTED PROJECT COST- The Board reviewed the total project cost less some final Sinclair bills.
  - B. ELEVATOR MAINTENANCE- James reported to the Board that Schindler was a great fit for the Association. They had spent many days inspecting both elevators for any items in need of

repair/adjustment. The elevator inspection turned up a missing toe guard with was mandatory by code. Paul made a motion to accept Schindler's proposal for \$2,560 to install as required. Roberta seconded and the motion passed unanimously. The other major item identified was a travel cable in the East Elevator that was improperly secured with Duct Tape by Express Elevators. The cable was \$7,285 to replace. James was asked to find out what the down time would be if we repaired proactively vs. waiting for the cable to snap. The likelihood, according to Schindler, was that this component would fail prematurely, but there was not way to know when. James was to email his findings to the Board to allow them to make an informed decision on the expense.

- C. **TART'S ARTISTIC-** Craig Tart was completing the roadwork and so far everything was going great. Craig performed repairs on much more concrete that originally contracted for as a "thank you" to the Board for allowing him to complete this contract.
- D. **BALCONY COMMITTEE UPDATE-** Roberta reviewed her report and discussed the need to create a unit owner information package with repair expense estimates. The Board reviewed topics that Roberta wanted to have the Association attorney review. James to contact Liz Bonan with following questions: Did the way the Hurricane damages were handled set a precedent, what are the requirements for the Board to allocate income/expenses under a multicondominium. Is pooling in a multicondominium allowed for reserves. James was also asked to give Roberta information on the budget calculations of the 42/58 split between the buildings. James was also to work with Roberta to organize a conference call with Liz Bonan. James was asked to find all information on the 1997/1998 balcony restoration project and special assessments/funding allocations.
- E. **POOL AREA REPAIRS-** The pool area repairs were complete and GPS was on site during the meeting finishing the painting of the pool deck. White paint was to be used at the step risers and pool border and Gatekeeper had to finish his repairs. Otherwise the project was complete.
- F. **CART DOOR REPLACEMENTS-** James reported that a sixth cart room would have new doors this year due the unforeseen need to replace the termite damaged doors near 301-E's cart room. Each of the 5 original doors will be done in 2010.
- G. **ENTRANCE SIGNS-** James was still waiting on the digital mock-ups of the Tierra Del Sol version of the Anchorage sign. Once received, James agreed to forward to Marilyn and the Board for comment.

**VI. NEW BUSINESS**

- A. **2009 ANNUAL REPORT-** James confirmed that the membership was advised that the audit is available for review.
- B. **DOCK COMMITTEE UPDATE-** Dock revenues continue to slide. Additional marketing ideas were needed. James and Terry were again asked to help with a Craig's List ad.
  - 1. **BULLETIN BOARDS-** James reported that the bulleting boards were installed and looked good. He asked the Board to review the location, etc.
  - 2. **CANCELLATION/NEW BAILMENT AGREEMENTS-** The only new bailments agreements were Mr. Wisehaupt and one more in October.
- C. **LANDSCAPE COMMITTEE UPDATE-** The trimming and tree removal has produced great results. James promised to have the oak removed next to 207N replaced with sabal palms to again obstruct her view of the electric box in Passage Island/golf course.
- D. **LIFT REQUESTS-** Roberta has formerly requested the use of slip 47. James was to follow up with the boat owner originally interested and if he was unwilling to commit immediately, then Roberta would be allowed to use the slip and install a lift.
- E. **NEWSLETTER-** The newsletter went out and it was agreed that an additional newsletter was needed prior to year end.
- F. **Termites-** James reviewed Highland's scope of work in treating the subterranean termites for both buildings.
- VII. **OPEN FORUM-** Bard asked James to confirm that all of the catwalk lights were removed and replaced with one 40watt fluorescent bulb. Bard agreed to contact Bob Morehouse to push him toward completion of the electric box rebuild.
- VIII. **ADJOURNMENT/NEXT MEETING DATE AND TIME-** Paul made a motion to adjourn. Jack seconded and the motion passed unanimously. The next Board meeting would be September 22, 2010 at 3pm in the offices of Bristol Management.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, SEPTEMBER 22, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** Peter Bayer, Jack Walsh, Paul Maloy, Roberta Lambert, Marjorie Conti, Terry Douglas, and Arthur Troast were present and represented a quorum. Peter, by virtue of his office, called the meeting to order at 3pm.
- II. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES-** Roberta made a motion to approve the minutes from the 8/18/10. Peter mentioned that he would like to see more specific mention to unit numbers and owner's full names. James agreed to change the current minutes to show Mrs. Conti's unit number and to make sure all future minutes showed more detail as requested. Terry seconded and the motion passed unanimously.
- III. **FINANCIAL REPORT-** Peter made a motion to waive the \$50 fee for the Simonsons in 205-E. Terry seconded and the motion passed unanimously. Paul made a motion to reclass the 13 items (list attached) for a total of \$27,476.54 from operating to reserves. Roberta seconded and the motion passed unanimously. Paul mentioned that the CDAR for \$100,000 was set up through Anchor Bank for 6 months. Paul mentioned that accounts 6030, 6105, and 6170 all show negative variances and have adversely effected YTD figures. Paul mentioned specifically his concern on the downward dock revenue trend.
- IV. **MANAGEMENT REPORT-** James provided an updated task list, CCR report, and work order report.
- V. **OLD BUSINESS**
  - A. **SEAWALL PROJECT UPDATE-** GPS needed to fill in the holes created when the old rotten fence was removed from around the pool area. South gate was reported to not be working and James was asked to have Sixberry repair. The doors to the Quay house needed to be painted.
  - B. **ELEVATOR MAINTENANCE-** Terry made a motion to ratify the East Building travel cable replacement contract with Schindler Elevator. Jack seconded and the motion passed unanimously.
  - C. **BALCONY COMMITTEE UPDATE-** Committee's report attached. Peter made a motion to forward the committee's RFP to A.T. Designs, Karins Engineering Group, and SPEC Engineering. Paul seconded and the motion passed unanimously. Roberta made the request that only the maps

showing damaged areas be given, not quantities with prices. Margie and the rest of the Board thanked Roberta for her hard work.

- D. ENTRANCE SIGNS- The entire Board agreed that Marilyn McLean's proposed sign design was perfect. The price seemed to be a little higher than expected. James was asked to look for an alternate sign for each building while replacing the main entrance sign with Marilyn's recommendation.
- E. DOCK COMMITTEE UPDATE- Dock revenue continues to trend downward. James requested again that a marketing list be purchased with all boat owners within 10 miles who own boats between 25 and 45 feet. Roberta mentioned that the brokers may be a better option and the list would cost significantly less. James was asked to determine how much that list would cost.

VI. NEW BUSINESS

- A. BOAT LIFT SUB-LEASE ISSUE- James reported that slip 46, currently rented to Bill Gould and Joseph Kelly, had a new boat not originally on the bailment agreement. There was some discussion that the lift may have been subleased. James was asked to investigate.
- B. 2011 DRAFT BUDGET- Paul mentioned that he and James would be working on a 2011 Draft Budget Submission. Paul hoped to deliver this to the Board prior to the October Board meeting.
- C. FIRE ALARM SYSTEM REPAIRS- Roberta made a motion to ratify the contract for repairs to the fire system with Simplex Grinnell as presented. Peter seconded and the motion passed unanimously.
- D. BAY STREET CLEANING- James recommended that Bay Street be pressure cleaned instead of the catwalk for the month of October. Peter asked that we wait until the easement issue with BayHead is resolved. The new areas of concrete are easier to see this way.
- E. 507N WATER INTRUSION- James reported that a leak through the skylite windows of unit 507N required inspection from Duren Roofing. The Board reviewed Duren's proposal and asked James to assist the owner in replacing these windows are recommended.

VII. OPEN FORUM- Terry recommended looking into elastomeric paint for the capstones to prevent water intrusion. Weeds were reported to be growing in the decorative stamped concrete around the second floor of each building. Bouganvillias were reported to need water/trimming. James asked to rekey dumpster doors to the resident/master key.

VIII. ADJOURNMENT/NEXT MEETING DATE AND TIME-Arthur made a motion to adjourn at 4:45. Roberta seconded and the motion passed unanimously. The next meeting would be October 20, 2010 at 3pm in the offices of Bristol Management.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, OCTOBER 20, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE, SUITE 1, JUPITER 33458**

## **MINUTES**

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** Paul Maloy, Peter Bayer, Terry Douglas, Jack Walsh, Arthur Troast, and Roberta Lambert were in attendance and represented a quorum.  
  
Peter called the meeting to order at 3:03pm.
- II. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES-** Roberta made a motion to approve the minutes of the September 22, 2010 Board meeting with 2 changes. Jack seconded. The last sentence of VI.(B) was to be removed. VI.(D) would be changed to state .....Peter asked that ~~he~~ we wait until....  
  
The motion passed unanimously.
- III. **FINANCIAL REPORT-** No September financials were available for the meeting but would be forwarded as soon as possible.
- IV. **MANAGEMENT REPORT-** James provided a work order and CCR report for Board review and input.
- V. **OLD BUSINESS**
  - A. **DOCK FIRE SUPPRESSION CONTRACT UPDATE-** The permitting process was complete and Metro Fire scheduled work to start in the following week with trenching to take place on November 2<sup>nd</sup>.
  - B. **ELEVATOR MAINTENANCE-** The East Travel Cable Replacement was scheduled to take place the following week. The Board asked that notice be posted immediately upon confirmation of the work.
  - C. **BALCONY COMMITTEE UPDATE-** RFP's to each engineer had been sent out. November 12<sup>th</sup> has been set aside for interviews. The Committee asked for as much Board involvement in these interviews as possible. November 1<sup>st</sup> would be the next balcony meeting. Photos of each balcony would be complete and available for review to determine which units had originally installed flooring, etc. Roberta commented on Steve Sinclair's (SECO) recent invoice. Roberta stated that she was "astounded" by the bill as the original contract may have been breached. Under #3 Plans and Details, a not to exceed was included. Roberta wanted a breakdown of how much time was

required for each of the items and well as a completion of #3 (plans) by contract. James was asked to set up a conference call with Roberta and Steve Sinclair to work out the eventual settlement.

- D. ENTRANCE SIGNS- Peter made a motion to accept GPS's proposal for \$6,575, with a price not to exceed \$7,500, to install one (1) main entrance sign. Further Peter asked that the Entrance Sign Committee come up with a temporary sign idea to replace the termite riddled building signs. Roberta seconded and the motion passed unanimously.

VI. NEW BUSINESS

- A. BOAT LIFT SUB-LEASE ISSUE- Arthur made a motion to seek attorney involvement to terminate the Gould/Kelly bailment agreement and lift addendum and to attempt to take ownership of the lift as the bailment provisions were breached. Roberta seconded and the motion passed unanimously.
- B. 2011 DRAFT BUDGET APPROVAL FOR NOTICE TO MEMBERSHIP- Paul made a motion to approve the 2011 Draft budget for submission to the membership with Notice of the budget meeting to approve on November 15, 2010 at 3pm at the Anchorage Pool Area. Peter seconded. East and North quarterly assessments were to be \$2,400 each with a special assessment for the North building based on current/future reserve balances and Sinclair's estimated balcony maintenance costs. Peter seconded and the motion passed unanimously.
- C. 507N WATER INTRUSION- QUESTION ON WINDOW/SKYLIGHT- Paul made a motion to have the attorney review the issue on whether the glass was considered a skylight that would be the Association's responsibility to repair/replace/maintain or a window that would be the unit owners responsibility to repair/replace/maintain. Terry seconded and the motion passed unanimously.

- VII. OPEN FORUM- A question related to Bay Head concrete repairs was made. The repairs had been complete with the Anchorage paying 100% of the cost. Bayhead currently owes 33 1/3 of the cost under an existing easement agreement. Paul and Peter had met several times with different representatives of Bay Head and both agree that 33 1/3 may be high. Paul made a motion to empower Peter to negotiate with Bay Head to reach a new agreement wherein Bayhead pays as much as possible toward the current fees and a new percentage is mutually agreed upon for future repair needs. Terry seconded and the motion passed unanimously. The Board put a due date of November 18<sup>th</sup> to hear from Bayhead prior to seeking legal help with collections.

- VIII. ADJOURNMENT/NEXT MEETING DATE AND TIME- Terry made a motion to adjourn. Arthur seconded and the motion passed unanimously. The next meeting would be 11/15/10 3pm at the pool.

# **ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING MONDAY, NOVEMBER 15, 2010 @ 3:00PM Location: ANCHORAGE POOL AREA MINUTES**

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** Arthur Troast, Roberta Lambert, Peter Bayer, Terry Douglas, Margie Conti, and Paul Maloy were present and represented a quorum. Jack Walsh was unable to be reached by phone. Peter called the meeting to order at 3:01p.m.
- II. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES-** Roberta made a motion to approve with the following changes: Section V (C) should be changed to read "James was asked to set up a conference call with Roberta and Steve Sinclair to work out the eventual settlement". Terry seconded and the motion passed unanimously.
- III. **FINANCIAL REPORT-** Paul reported the Association looked to be in good shape through the end of the year.
- IV. **MANAGEMENT REPORT-** James Hotchkiss with Bristol Management reviewed the Work Order and CCR reports since the last meeting. Mulch would be installed on November 19<sup>th</sup>. 3 bottle palms requested by the landscape committee would be installed on November 17<sup>th</sup>.
- V. **OLD BUSINESS**
  - A. **DOCK FIRE SUPPRESSION CONTRACT UPDATE-** Metro Fire was to start excavation on Wednesday morning at 8:30am.
  - B. **ELEVATOR MAINTENANCE-** The East Travel Cable Replacement Project was scheduled and James was asked to provide proper notice to the entire membership.
  - C. **BALCONY COMMITTEE UPDATE-** Roberta started by thanking the committee. RFP's had been sent to 3 engineers, A.T. Designs, SPEC Engineering, and Karin's Engineering. With Sinclair's submission this would provide the Board and Committee with 4 competitive proposals. Roberta mentioned that Gordon Tsou from the East building had introduced the committee to Gerry Kravetz. Gerry met with the Committee at the Board's urging and provided a proposal to become the Association's independent consultant for the project. Roberta mentioned that Gerry had reviewed both A.T. Designs' and Sinclair Engineering condition reports. Gerry recommended looking into additional testing methods, their cost and potential impact. The committee would be setting up interviews with each of the prospective engineers and would report back to the Board

with their recommendation. Following the selection it was recommended that a Town Hall meeting be set up to allow the membership access to the Engineering and Legal issues involved. The committee also recommended that Board have Bristol place the 2 engineering condition reports on the community website. Peter made a motion to allow Bristol to update the website with this information. Arthur seconded and the motion passed unanimously.

- D. **ENTRANCE SIGN COMMITTEE UPDATE-** James updated the Board and sign committee with news that the DCB would be sending a denial letter for the new entrance sign. The denial was based on a lack of information and a feeling that the design was not in keeping with the approved signs. Also the Palm Beach County Building Department has taken the stance that the sign is not on Association property and the deed restrictions of the parcel of land that it does fall on may not allow any improvements (signage). James agreed to work with the contractor and the building department to avoid any variance requirements, if possible.
- E. **DOCK COMMITTEE UPDATE-** There was good news as there were several new additions to the marina.
- F. **LANDSCAPE COMMITTEE UPDATE-**The landscape committee asked the Board for permission to spend \$180 on 3 new bottle palms in the East Building and \$150 on 3 new pots for the Bottle palms. The landscaper has agreed to delay the expense until January 2011. Terry made a motion to approve the expense. Arthur seconded and the motion passed unanimously.

**VI. NEW BUSINESS**

- A. **SYMBIONT POOL HEATER PROPOSAL-** James disclosed that he and Paul had been pursuing a proposal for a geothermal pool heater to replace the existing gas powered version. More information would be available in the coming months.
- B. **NORTH BUILDING PARTIAL V FULLY FUNDED VOTE-** A quorum was not available to approve the partially funded North 2011 budget. Discussion followed and it was agreed to reconvene on December 1, 2010. This would allow James enough time to solicit the needed votes.
- C. **2011 BUDGET APPROVAL-** Roberta made a motion to approve the East, Common, and Dock fully funded 2011 Budgets. Arthur seconded and the motion passed unanimously.

**VII. NEXT MEETING DATE AND TIME-** The next 2 meetings would be on December 1, 2010 at 3pm in the offices of Bristol Management and on December 15, 2010 at 3pm in the offices of Bristol Management.

**VIII. ADJOURNMENT-** Terry made a motion to adjourn. Paul seconded and the motion passed unanimously.

# ANCHORAGE AT JONATHAN'S LANDING CONDOMINIUM ASSOCIATION, INC.

**Special membership meeting to adopt 2011 partially funded budget**

**WEDNESDAY, DECEMBER 1, 2010 @ 3:00PM**

**Location: BRISTOL MANAGEMENT, 1930 COMMERCE LANE SUITE #1, JUPITER, FL**

## MINUTES

- I. **DETERMINATION OF QUORUM/ CALL TO ORDER-** There was a quorum available in person and/or proxy. The Partially funded North 2011 budget was approved by a majority of the North building. Arthur made a motion to ratify the membership decision and approve the partially funded 2011 North budget. Peter seconded and the motion passed unanimously.
- II. **OPEN FORUM-** Paul made a motion to enact an emergency provision to discuss timely items. Arthur seconded and stated his opinion, due to the emergent circumstances the 5 Board members present should proceed with discussion. Any decisions will be ratified at the December 15<sup>th</sup> Board meeting.
- III. **Holiday Lights-** Paul made a motion to go ahead with the installation of new Holiday Lights with a price not to exceed of \$2,000. This was needed as the existing lights were found to be inoperable. Margie seconded and the motion passed unanimously.
- IV. **Holiday Decorations-** Margie made a motion to expand the current Beautification Committee duties to include Holiday Decorations. The request from the Board was to make uniformity between the buildings a priority. Marilyn McLean and Lynn Griscom would be co-chairs of the committee. Paul seconded and the motion passed unanimously. It was noted that a person from each floor should be included in the decorations.

- V. Lynn and Marilyn were also asked to follow through with the DCB and GPS to get all requested information submitted.
- VI. James was asked to contact Richard Mansfield to get a proposal to clean the elevator foyer floors every 4 months. Also to schedule a cleaning immediately.
- VII. Balcony Committee update- Letters had been received from concerned owners. There was a need to “bring the owners on board and up to speed”. A letter about the upcoming Town Hall meeting, with project info, would be prepared by Peter Bayer and delivered to the membership. Margie stated that “owners feel uninformed”.
- VIII. **NEXT MEETING DATE/TIME/LOCATION-** The engineering interviews would be held on December 10 at noon with Karin’s and on December 13<sup>th</sup> at 9 and 10:30 a.m. with Spec and A.T. Design respectively.
- IX. **ADJOURNMENT-** Peter made a motion to adjourn. Margie seconded and the motion passed unanimously.