

**ANTIGUA @ TOWN CENTER HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING**

THURSDAY – September 11, 2008 – 7:30 P.M.

Location: Antigua Clubhouse, 1500 Corbison Point Place, Jupiter, FL 33458

Board members present: Jim Castronovo, Jasey Campbell, Lee Worsham and Jeff Singer. Liz Diaz representing Bristol Management was also present.

Jasey Campbell called the meeting to order at 7:40 p.m. and noted a notice of the meeting was duly given and a quorum was available.

Minutes:

- ❖ The minutes of the July 30, 2008 Board of Directors meeting were reviewed. A motion was made to approve the minutes as presented. The motion was seconded. Motion carried.

Financial Report:

- ❖ The July financials were provided to the Board of Directors and accepted as presented.
- ❖ A copy of the current delinquency report was provided to the Board for their review. It was requested that Keith Backer's Law Firm provide a status report on their collection efforts.

Manager Report:

- ❖ Liz provided the Board with an Architectural, Violation History and Work Order History Reports from 07/29/08 – 09/10/08. She also provides the Board with all action items that were tasked and its status.
- ❖ Liz provided the Board with an update concerning the Town Center Settlement Agreement that had been sent and proposed to Brian Cich from Rendina Companies.
- ❖ Liz provided the Board with sample invitational writing for the community's upcoming event. The Board approved the sample that was provided. A motion was made to have Liz purchase the invitational paper. The motion was seconded. Motion carried.
- ❖ Liz also provided the Board the Building Fire Alarm Protocol. Liz is in the process of updating the protocol again and will email an updated version to the Board.
- ❖ Liz also provided the Board with a proof of the new pool rules' signs. It was requested that Liz change bullet point #10 and add a new bullet to follow #10 – 'NO ALCHOLIC BEVERAGES PERMITTED'
- ❖ Discussion was held concerning the scheduling of the Budget & Annual/Election Meeting. The Board has agreed to schedule the Budget Meeting on November 13th at 6:30 p.m. and the Annual/ Election Meeting on December 3rd at 6:30 p.m.
- ❖ Liz presented the Board with a proposal to trim all the palm trees and for sod replacement in the community from Vila & Son. A motion was made to accept both proposals. The motion was seconded. Motion carried.
- ❖ Liz also presented the Board with a proposal to address the run off drainage from the gutter spouts. After discussion the Board decided to postpone this item until the gutters are repaired or replaced in the entire property.

OLD BUSINESS

Engineering Study:

- ❖ Discussion was held concerning the gutters, drainage and painting of the buildings. Jasey will forward to Liz Diaz the information on the construction attorney that was referred by Keith Backer. A motion was made to have the referred construction attorney review the engineering report.

Rusty Columns & Bee Situations:

- ❖ Discussion was held concerning the proposal submitted by Air Plus to repair the rusty columns and the responsibility of the homeowner to maintain and repair their property. A motion was made requesting that Liz Diaz draft a letter providing the homeowners with 30 days to correct the rusty columns and failure to do so will result in the association to exercise their right to self help and bill it back to the property owners. The motion was seconded. Motion carried. The Board requested that prior to mailing out the letters that a draft copy is sent to them for their approval.
- ❖ The Board agreed to handle all bee situations in the same manner as the rusty columns.

NEW BUSINESS

Building Pest Control Services:

- ❖ Liz provided the Board with two (2) proposals after discussion the Board agreed to postpone this item.

Maintenance Proposal:

- ❖ Discussion was held concerning the proposal that was submitted by Air Plus for the maintenance services for the common areas. After discussion the Board agreed to provide a 30 day notice for Jimmy Johnson services and to contract out its maintenance needs on in as needed basis.

Newsletter:

- ❖ Jim Castronovo volunteered to take on the task of drafting a newsletter. Liz will email him a few samples from other communities.

Bristol On-call Procedure:

- ❖ Liz informed the Board of Bristol's on-call procedure. She also provided the Board with an update on the building alarm situation at building #26.

OPEN DISCUSSION

- ❖ None

With no further business before the Board, a motion was made to adjourn the meeting at 10:30 p.m. The motion was seconded. Motion carried. The next Board meeting is scheduled for Thursday, October 23, 2008 @ 6:30 p.m. in the Antigua Clubhouse.

Respectfully submitted,
Liz Diaz, LCAM, CMCA, AMS
For and on behalf of the Board of Directors