

Board Of Directors Meeting Minutes

November 13, 2008

The Board of Directors of Baytowne Homeowners Association, Inc. met on November 13, 2008 at the office of Bristol Management. Directors present were: John Canning, Bob Prout, Mike Cembura, and Jean Grebinar. Nadine Inglis and Christine Di Renzo were present representing *Bristol Management Services, Inc.*

Call to Order: The meeting was called to order at 4:00 p.m. by Vice President, John Canning, who noted that a quorum was present, and that proper notice of the meeting had been previously posted.

Open Forum: Members present were allowed to address the Board of Directors with concerns.

Minutes: The minutes of the October 16th Board of Director's meeting were reviewed. John Canning made a motion to accept the minutes of the October 16th meeting. Bob Prout seconded the motion. The October meeting minutes were approved.

Financials: Mike Cembura reviewed the October 2008 financials and reported the Association has total operating assets in the amount of \$47,042.85 and reserve assets in the amount of \$46,291.56 therefore total assets in the amount of \$93,334.41. Currently there is one delinquent account which is being handled by the association's attorney for collection. The financial report was approved as presented.

Committee Reports:

Design Control - No applications to discuss.

ALC - John Canning presented the revised ALC guidelines and the board reviewed the guidelines. John Canning will submit the guidelines to Jay Carpenter and Bill Mattison for any comments to be discussed during the next board meeting.

Unfinished Business

Drainage Repairs - The Board of Directors approved to obtain an opinion from the association's attorney regarding the maintenance responsibility of the drainage.

Street Lights & Mailboxes - Christine Di Renzo reported Bill Gilbert electric checked the electrical throughout the community and in his expert opinion the two islands will be able to handle the load of the additional street light poles because the amp per pole is minimal. Christine Di Renzo also reported Jorge Sanchez from FPL mentioned any new locations for poles will require new conduit and lines.

2009 Budget Draft 3 - Christine Di Renzo submitted budget draft 3 for the board's review. The board discussed the budget and requested for two line items to be changed and resubmitted for the next board meeting.

New Business:

Pest Control - Christine Di Renzo submitted three proposals for the Pest Control for the homes within the community. The board discussed the proposals and postponed the approval for a contract until the next board meeting.

With no further business before the Board, the meeting adjourned at 5:00p.m.

Respectfully Submitted,

Christine Di Renzo, LCAM,
Bristol Management Services, Inc.
For and on behalf of the Board of Directors