

Board Of Directors Meeting Minutes

September 11, 2008

The Board of Directors of Baytowne Homeowners Association, Inc. met on September 11, 2008 at the office of Bristol Management. Directors present were: Ray Zager, Mike Cembura, Jean Grebinar, Bob Prout, and John Canning. 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 President, Ray Zager, 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 August 14th Board of Director's meeting were reviewed. John Canning made a motion to accept the minutes of the August 14th meeting as written. Bob Prout seconded the motion. The August meeting minutes were approved.

Financials: Nadine Inglis reviewed the August 2008 financials and reported the Association has total operating assets in the amount of \$24,323.40 and reserve assets in the amount of \$79,999.89 therefore total assets in the amount of \$104,323.29. Currently there are four delinquent accounts which have been sent a certified letter regarding the monies owed to the Association. The Board agreed to send the accounts to the attorney for collection. The financial report was approved as presented.

Committee Reports:

Design Control - No applications to discuss.

Unfinished Business

Roadway Repairs - Phase II & III - During the August Board Meeting the Board voted to approve Wagner to complete Phase II and III of the roadway repair project upon the approval of the membership. Nadine Inglis reported the Association received 30 affirmative "Yes" votes approving the roadway repair proposal for Phase II and III.

Drainage Repairs - Ray Zager introduced Tony LasCasas to discuss the drainage system repairs. Tony LasCasas submitted a proposal and reported his findings of the possible drainage system problem between Baytowne and the Harbour. This particular drainage system is located on the West side of Baytowne on the Golf Course which consists of pipes running along side the Golf Course connecting two ponds and continuing through the Harbour connecting to a third pond. Tony LasCasas reported the possibility of the pipes not having an outflow which is not allowing the water to move through the drainage system as designed and the possibility of the North pond being filled in which is not allowing the water to collect and drain properly. Tony LasCasas recommended the Association dig out the North pond to allow the water to collect in the pond and examine the pipes for damage and clogged areas. Jean Grebinar made a motion to approve sections 1.1, 1.2, 1.3, and 2.1 of Tony LasCasas's proposal not to exceed \$2,000.00. Motion seconded by Mike Cembura. Motion passed to accept the sections noted of the proposal from Tony LasCasas. A motion was made to allow Ray Zager to approve up to \$5,000.00 for a survey conducted through Tony LasCasas. Motion seconded by Bob Prout. Motion passed unanimously.

Street Lights & Mailboxes - Jean Grebinar reported on the installation and maintenance costs for the FPL street lights. The Board will conduct further research on the light poles and mailboxes.

New Business:

2009 Budget Draft - Mike Cembura presented the 2009 budget draft. After discussion of the budget draft the Board decided to wait to adopt the 2009 budget until the final costs are obtained for the drainage repairs, light poles and mailboxes.

Other New Business:

Violations Inspection - Jean Grebinar has requested for a property inspection to be conducted prior to November. A property inspection will be conducted on the fourth Thursday of October.

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