

Board Of Directors Meeting Minutes

March 18, 2010

The Board of Directors of Baytowne Homeowners Association, Inc. met on March 18, 2010 at the Baytowne Pool Area. Directors present were: Mike Cembura, Bob Prout, Jim Barboni, and Bill Ryno. Christine Di Renzo was present representing *Bristol Management Services, Inc.*

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

Open Forum: No discussion.

Minutes: The minutes of the January 21, 2010 Board of Director's meeting were reviewed. Bill Ryno made a motion to accept the minutes as written. Bob Prout seconded the motion which carried unanimously.

Financials: Bob Prout provided the February 2010 financial report. Operating assets in the amount of \$38,658.48. Reserve assets in the amount of \$83,780.59. Total assets in the amount of \$122,439.07. Bob Prout reported the Association is in good shape financially with delinquencies not being a problem.

Committee Reports:

DCB Application - No applications to review.

Landscape - Christine Di Renzo provided the Board of Directors with a copy of the landscape plans from Cotleur & Hearing. Christine Di Renzo will send out the plans for part B&D for bid. The Board will hold off on any new plantings until the weather warms up.

Committee Appointments - The Board appointed Jay Carpenter, Jim Barboni, and Bob Prout to the lighting committee. Jay Carpenter provided background information regarding lighting. Jay Carpenter will arrange a meeting with his electrician to review the property and possible lighting options.

Unfinished Business

Drainage Update - Bob Prout reported the Golf Course will be meeting with the JLPOA to review their plans to remedy the issue. Mike Cembura, Bob Prout, and Christine Di Renzo will also attend the meeting.

Other Old Business:

Mailboxes - Bill Ryno reported he and Mike Cembura performed an inspection of all the mailboxes and noted their current condition. Bill Ryno reported it would be approximately \$2,800.00 to repair the noted mailboxes. Christine Di Renzo will provide information on the mailboxes recently installed at Longshore.

New Business:

Newsletter & Directory - Christine Di Renzo provided a first draft of the next issue of the Baytowne Newsletter. The Board reviewed the newsletter and will provide information to be included. Christine Di Renzo provided a sample of a directory which would include helpful contact numbers and information for the homeowners. Christine Di Renzo will

Insurance Renewal - Christine Di Renzo provided a proposal for the Bristol Advantage Insurance Program. The Board reviewed the proposal and will discuss further at the next scheduled Board Meeting. Christine Di Renzo reported there is a second proposal from Oceanside Insurance & Risk Management, Inc. which will be available at the next meeting.

Survey Results - Bill Ryno reported on the results of the survey. Survey results tally sheet attached.

With no further business before the Board, the meeting adjourned at 5:30p.m.

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