



HOMEOWNERS ASSOCIATION, INC.

MINUTES

December 15, 2008 4:00 P.M.

BOARD OF DIRECTORS MEETING

BRISTOL MANAGEMENT SERVICES, INC.

1930 COMMERCE LANE, JUPITER, FL 33458

Susan Robinson, by virtue of her office as President, called the meeting to order at 4:45 p.m. and noted that a notice of the meeting was duly given and that a quorum was present.

The following were present: President/Treasurer -- Susan Robinson  
VP /Secretary -- Steve Brooks Via phone  
Director - John Marmaduke Via phone  
Bristol Management -- Vern Hetherington, LCAM

MINUTES

A. A MOTION was made by Susan Robinson to accept the Minutes of October 31, 2008 as submitted. The motion was seconded by Steve Brooks. All Approved the Motion and it Carried.

• **Presidents Report:**

- A. Susan Robinson provided a status report on the 4-Party agreement
- B. Susan Robinson requested that the property manager act as Security Designee for the 4-Party Assoc
- C. Motion was made by Susan Robinson to create a Finance Committee per attachment and to have the Treasurer Chair the Committee. Steve Brooks Seconded the motion. All Approved the motion and it Carried. **Don Pray, Co-Chairperson; John Withers; Warren Schmidt; Treasurer - OTHOA; and Ex-Officio: General Manager, JLGC.**
- D. Motion was made by Susan Robinson to create a Preserve Management Committee to look into and advise the board on actions needed for cleanup and maintenance of the preserves within the old Trail P.U.D.. Steve Brooks Seconded the motion. All Approved the Motion and it Carried.

# Old Trail

**E. Motion was made by Susan Robinson to create a committee to review the revision of the by-Laws and submit recommendations for changes to the Board. Steve Brooks Seconded the motion. All Approved the motion and it Carried.**

## **Management Report**

**Provided by Vern Hetherington**

## **OLD Business:**

**A. President provided status report on Board Mediation with John Marmaduke**

Susan Robinson opened the floor to the residents for discussion and questions.

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**Steve Brooks made a Motion to Adjourn. Susan Robinson Seconded the motion. The Motion was Approved unanimously at 5:53 PM.**

**The Board did not set a firm date for the next meeting.**

## **Old Trail Homeowners' Association**

### **Finance/Advisory Committee**

**The role of the Finance/Advisory Committee shall be to advise the Board on financial matters, and items having budget impact of the OTHOA. Specifically, the Committee shall:**

- 1. Assist with development of the annual budget;**
- 2. Address budgetary matters and expenditures as needed throughout the year;**
- 3. Review all disbursements with supporting information prior to Board signatures on the checks;**
- 4. As outlined in the Special Procedures Engagement Report completed November 6, 2008, a written manual regarding policies and procedures for Policies of internal controls sufficient to safeguard the assets and resources of the Association will be designed and implemented. These procedures will be in accordance with generally accepted accounting principles and other principles specific to conducting Association matters. The report also included proper segregation of the fiduciary duties of the Board, management's administrative duties, and the financial processing and reporting duties of the accountant. The Finance/Advisory Committee will be charged with developing the Policies and Procedures Manual and forward to the Board for approval.**