



**HOMEOWNERS ASSOCIATION, INC.**

**MINUTES**

**September 15, 2008 6:00 P.M.**

**BOARD OF DIRECTORS MEETING**

**BRISTOL MANAGEMENT SERVICES, INC.**

**1930 COMMERCE LANE, JUPITER, FL 33458**

Steve Brooks, by virtue of his office as Vice-President, called the meeting to order at 6:10 p.m. and noted that a notice of the meeting was duly given and that a quorum was present.

The following were present:

Vice President --Steve Brooks  
Secretary/Treasurer – Susan Robinson  
Bristol Management-- Steve Inglis, PCAM  
Bristol Management --Vern Hetherington, LCAM

**MINUTES**

- A motion was made by Susan Robinson to accept the Minutes of June 16, 2008 as submitted. The motion was seconded by Steve Brooks's. The Motion Carried.

**FINANCIAL REPORT:**

- The report was given by Steve Inglis
- The Board agreed that it is important that the law be followed and that all expenditures are approved by the majority of the board at a duly called public board meeting.
- Steve Inglis outlined an existing procedure for having checks approved and signed electronically. Information regarding this procedure will be forwarded to the Board.
- There was a brief discussion regarding the 2009 draft budget. Vern Harrington and Steve Inglis reported that a draft of the 2009 budget will be provided electronically by the end of the week to the Board Members to facilitate budget development.

**New Business:**

- There was a brief discussion regarding the mailbox improvement.
- There was a general discussion regarding the maintenance and preserve cleanup.

# Old Trail

- Motion was made by Susan Robinson to set up a board meeting for September 22, 2008 at 4:00 p.m. at the Bristol Management offices. The purpose of the meeting will be to review costs/liabilities for the maintenance and preserve cleanup. John Marmaduke and Richard Gerepka will be asked to attend the meeting to facilitate the review. The intent is to have John Marmaduke provide a detailed accounting and explanation of all expenditures for the preserve cleanup and related work. To facilitate the review, John Marmaduke will be asked to provide the Board with a complete and comprehensive detail of costs and work conducted to-date, as well as an inventory of all equipment purchased by the Association for this project. Steve Brooks Seconded this Motion. The Motion carried.
- There was a general discussion regarding the ARC application for 18673 SE Old Trail (Owner: Barbara Knauf)
- Motion was made by Susan Robinson to waive all fees and deposits for this application and to Approve the application with the provision that the homeowner call for a final inspection on the completed project on this property on or before March 15, 2009. It should be noted as a matter of record that the motion to waive the fees and deposits for this application was based upon the need to conduct a review of the ARC process and distribute the information to the membership. It was also noted that a reminder notice will be provided to all homeowners that the bylaws and related information is available through the Bristol Management website. Steve Brooks Seconded this Motion. The Motion carried.
- There was a general discussion regarding the open ARC application for 18806 SE Old Trail Drive East (Art Smith).The Board decided that the property manager should send another letter to the homeowner advising him that he needs to submit an ARC application for landscaping to complete his requirements for the construction approval of his home. Steve Brooks offered to meet informally with Mr. Smith to ensure he understands what is needed.
- Steve Brooks made a Motion to Adjourn. Susan Robinson Seconded the motion. The Motion was Approved unanimously at 7:45 PM.

**The Board set a date for the next meeting for September 22, 2008 at 4pm.**