

BOARD OF TRUSTEES MEETING
September 18, 2013

Meeting called to order at 7 PM

List of attendees: Michael Kravitsky, Chris Village, Joseph Quinn, Cynthia Larensen, Ali Husain and Lori McMahon.

- I. CALL TO ORDER:** 7:00 PM
- II. APPROVAL:** Minutes of the August 21st Trustees' Meeting were approved on a 5 – 0 vote.
- III. FINANCIAL REPORT:** August's expenses were on track. Five legal letters have been sent to homeowners for owed Condo Fee balances outstanding > 90 days. The total of outstanding (unpaid) Association dues was \$5.2k at end of August. Only one Unit Owner had a balance of more than \$1k.
- IV. PROPERTY MANAGER'S REPORT:**
- Street signs were stolen on Pelican and were replaced.
 - An alarm system will be installed in the clubhouse.
- V. COMMITTEE REPORTS:**
- Pool has been closed and the wall outside the pool will be repaired this month.
 - We have received 11 out of 12 "Non-Renewal" FEMA Flood Insurance Policy Forms, and forwarded them to our insurance company. This will ensure that policies presently in place that are no longer needed, will terminate.
 - Our Property Insurance has a 2-year rate guarantee (except for the D&O policy which will be renewed again this year, with a one year term).
- VI. OLD BUSINESS:** Spring Maintenance Walk update – follow-up letters have been sent and awaiting responses. Update at next meeting.
- VII. NEW BUSINESS:**
- Norfolk County Mosquito Control (NCMC) has requested access to the property to "clear two areas to eliminate stagnant water and reduce mosquito breeding". A letter will be sent to homeowners alerting them to the upcoming work on our site of both NCMC and the Town's contractor for the Norfolk Street Drainage Improvement Project.
 - Annual General Meeting letter – in process.
 - The preliminary 2014 Budget was presented and discussed in detail.

Meeting adjourned at 8:00 PM

Next meeting will be October 16, 2013 at 7:00 p.m.