

# Panther Trace Townhomes

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting March 8, 2016 Meeting Minutes

### 1. Certifying of Quorum-Call to Order

The meeting was called to order at 7:10pm by Sara Hopp-Castillo. Cathleen DeHart and Hector Morales were also present. Meeting adjourned at 7:20pm due to interruption and reconvened at 7:30pm. Ileana Lazala was also in attendance; therefore, a quorum was established. Meeting notice confirmed. Patricia England represented McNeil Management.

### 2. Approval of Minutes

Previous meeting minutes reviewed by board.

**On Motion:** Duly made by Cathleen Dehart, second by Sara Hopp-Castillo and carried unanimously.

**Resolve:** Approve minutes as presented.

### 3. Financials Reports

Manager reviewed all accounts and discussed balances, combination of funds in the BB&T reserve accounts exceed FDIC limits. McNeil Management recommends moving \$245,000.00 of reserve funds to another bank. Board discussed establish money market account at C1 Bank to ensure funds remain FDIC insured.

**On Motion:** Duly made by Cathleen Dehart, second by Sara Hopp-Castillo and carried unanimously.

**Resolve:** Approve to establish new money market account at C1 Bank in the amount of \$245,000.00.

### 4. Unfinished Business

Mulch – Manager advised the board that installation was included in current contract scheduled for late March, Board requested manager be sure to remove all leaves from beds before new mulch is installed.

Driveway Maintenance – Manager updated the board that last paving was completed in 2013. Vendor returned to property to assess fading paint and missing reflectors to verify if warranty exists for those items. Hector Morales recommended that if warranty does not exist then the board should consider paying for cost of repainting.

Roof Defects Update/Community Packet – Manager confirmed that 11 owners have provided detailed reports of their repairs and expenses incurred. After discussion, board agreed to resend roof defect letter again to all owners to be included with packet containing rules and regulations, enforcement forms, revised rental application, landscape request forms and information pertaining how to access community website.

Revised Rental Application – Rental application revised to include occupant's employment history for two (2) years, along with two (2) years of rental history. Manager provided Hector and Ileana a copy of the "legal opinion requested by the board" relating to current rental requirements and recommendations to revise. Further discussion tabled until June 2016 meeting.

**On Motion:** Duly made by Cathleen Dehart, second by Sara Hopp-Castillo and carried unanimously.

**Resolve:** Prepare and mail Community Packet to all owners after board review and approval.

### 5. New Business

Pool Deck/Pool Furniture – Board review bid submitted by Priority Pest Solutions to power wash pool deck area, cabana and restrooms with an additional expense per piece for pool furniture.

**On Motion:** Duly made by Cathleen Dehart, second by Hector Morales and carried unanimously.

**Resolve:** Approve bid from Priority Pest Solutions.

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Bulletin Board – Ileana Lazala volunteered to maintain the association bulletin board located near the mail kiosk. She was given keys for access and manager will forward meeting dates, etc. for posting. Items to be posted must be reviewed and approved by the board.

Board Vacancy – Board of Directors requested volunteers for a vacant director's position and Bastin Joseph was nominated.

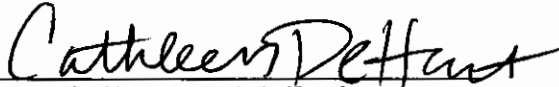
**On Motion:** Duly made by Hector Morales, second by Sara Hopp-Castillo and carried unanimously.

**Resolve:** To appoint Bastin Joseph to the board as Vice President.

## 6. Adjournment

**On Motion:** Duly made by Cathleen Dehart, second by Sara Hopp-Castillo and carried unanimously.

**Resolve:** Adjourn meeting at 8:50pm.



Prepared by Manager on behalf of Secretary