

Gateway Greens Community Association, Inc.

A Corporation Not-For-Profit

Gateway Greens Board of Directors Meeting
January 09, 2008

Board members in attendance Karen Maxwell, Susan Delihias, Burnie Williams, Brian Mook, Mindy LaCroix

Management representative: Dani Rounds

1. *Call to Order:* Karen Maxwell called the meeting to order at 8:30 AM.
Quorum: A quorum was established with 5 directors present.

Proof of Meeting: Meeting was posted according to Florida Statues

2. *Approval of Minutes:*
 - a. BOD minutes:

Motion: Karen Maxwell made a motion to approve the minutes of the BOD meeting 12/06/07. Burnie Williams seconded. Motion passed.

3. *Reports:*
 - a. *Managers Report:*

Santaluz Square: The dumpster has been removed. After removal, there is an overflow of trash which has now blown all over the site. Dani requested approval to have the trash picked up. It has been arranged with Quigley Construction to only mow Santaluz Square upon request. It will not be necessary until early February.

Susan inquired if there was any update on our legal rights regarding the Santaluz Square abandoned property.

Action Item: Property Manager is to arrange for trash pick up at Santaluz Square not to exceed \$500.

Action Item: Karen Maxwell to discuss Association in regard to Santaluz Square with attorney.

Rover Fuel Debit Card: The Orion Bank Debit Card has been received and supplied to Captain Christy. Dani is waiting for a packet of information from a different fuel card which allows purchase of fuel only and assists in organizing mileage and user data.

Water Restrictions: A brief overview of water restrictions which affect GGCA. Guidelines include limitation of one day per week lawn watering between hours of 12AM and 8AM.

Action Item: CRC to post general watering restriction guidelines and pointers on what to do if you take note of a watering violation, on the community website.

A/C & Heat at Guard House: Union Complete has been contracted to replace the HVAC unit at the main gate and to supply a necessary service to the Central unit at the Westlinks gate. The new unit is currently on order.

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Violation List: A complete List of Owner Violations was copied to each BOD member for review. List included the violation which occurred, date notice sent to owner, and any follow up or repair made.

Action Item: Karen is to discuss certified letter and violation process with the association attorney.

Action Item: Susan is to develop a letter to be included with all fine implementation statements. The letter should include the possibility of attorney action of demand or mediation.

Delinquent Accounts: An updated Aging report was supplied to each BOD member outlining the collection status of each delinquent account.

- b. *Treasurer Report:* Mindy LaCroix reported that a financial audit of association business will cost between 9K and 13K.

Planned Payment List: Mindy pointed out that the planned payment report as received from KT is not complete. The invoice dates are not listed and a default date is in its place.

Motion: Mindy made a motion to approve Stroemer & Co. as the auditor, if proposal is under 10K. Otherwise the association will hire Myers & Bretholtz instead. Brian seconded the motion. Motion passed.

- c. *Landscape Committee Report:* Burnie Williams explained that a landscape meeting was held as usual on the first Tuesday of January. Unfortunately, the landscape contractor (Gardner & Case) did not have a representative present.

Action Item: The landscape contractor, architect, property manager and Burnie are to meet on 01/15/08 at the Mahogany Run corner in an effort to expedite completion of this project and to review errors in the architects design blue print for the entryways.

- d. *CRC Report:* Handout provided by Bill Markle at the December meeting was discussed. The handouts were reviewed by each BOD member and notes were made to the recommendations of areas of privacy within the site.

Action Item: Brian Mook is to collect all website handouts with notes on password protection and submit to the website administrator by 02/06/08.

Motion: Brian Mook made a motion to approve Sherry Nassoiy as a member of the Community Relations Committee. Susan Delihis seconded the motion. Motion passed.

- e. *DRC Report:*

Motion: Karen Maxwell made a motion that in the Design Review Manual regarding the infringement process, that the DRC will turn the infringement over to the Property Manager at the third level for action. Brian Mook seconded the motion. Motion passed.

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Motion: Brian Mook made a motion that the hurricane shutter issue be turned over to the DRC. Mindy LaCroix seconded. Motion passed.

- f. *Maintenance Report:* Burnie Williams has developed a job description in regard to the newly budgeted part time maintenance position. The printed job description was provided to the BOD members for review, and recommended changes.

Burnie also stated that he would like to be considered for this maintenance position. Karen Maxwell expressed concern of the possible conflict of interest this consideration could pose.

Action Item: Property Manager to investigate options for employing a handyman and present options at February meeting.

Action Item: Karen Maxwell to check with the association attorney about the legality of Burnie Williams becoming the part time maintenance person.

Action Item: Burnie Williams to outline areas needing concrete repair/replacement.

Action Item: Property Manager to contact contractors for various sidewalk areas needing repair and put in contact with Burnie and/or Brian for site visit.

- g. *Risk Assessment:* Brian Mook reports that Britannia Electric has not taken care of all lighting issues yet. Also suggested was a future website system for reporting street light outage. The underage golf cart drivers and riders situation is still being evaluated. There is a new sheriff contact for Gateway and the appropriate paperwork has been forwarded to him for review.

Action Item: Burnie Williams and Brian Mook are to conduct a nighttime light check and forward detailed results to the Property Manager for corrective action.

Action Item: Property Manager to advise Britannica Electric that all invoices need clear itemization for all repairs made.

Action Item: Property Manager to contact at least two electricians to meet with Brian Mook and/Or Burnie Williams for a cost proposal for monthly property light maintenance and bucket truck costs.

Action Item: Brian Mook to follow up with new sheriff contact regarding underage golf cart drivers.

- h. *Security Committee:*

Action Item: Burnie Williams and the security committee are to obtain a third proposal for gate/security system proposals.

- i. *Rules & Regulations Committee:*

Motion: Susan Delahas made a motion to add Marion Shank as a member of the Rules & Regulations Committee. Karen seconded the motion. Motion passed.

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Karen Maxwell made motion to adjourn the meeting at 1:15 PM. Burnie Williams seconded. Motion passed.