

RATIFICATION OF EXPENDITURES UNDERTAKEN ON BEHALF OF HOA:

- **MOTION:** to ratify the expenditures of \$6.31 paid by Cadden Management on behalf of the HOA in February 2014. Motion was seconded. Motion passed unanimously.

MANAGER'S REPORT:

Reviewed written report of Manager's duties

- Homeowner correspondence reviewed.
- Utility comparison report reviewed.

ITEMS AS WARRANTED:

- **MOTION:** to shampoo carpet in 1 bedroom, repair drywall for cleanout and reimburse \$100 deposit for phone damaged from water leak from clogged pipe in Unit 112. Motion was seconded. Motion passed unanimously.
- Manager to advise residents (newsletter) not to put grease down drains and to ensure garbage disposals are working properly. Remind residents not to flush wipes
- **MOTION:** to purchase lockbox to be placed in strategic spot for key to open boiler rooms in event emergency water shutoff is required. Motion was seconded. Motion passed unanimously.
- **MOTION:** to approve purchase of new laptop for Manager to replace current laptop not to exceed \$1100 budgeted in Reserve fund. Should cost exceed this amount, Manager is to email Board to review and vote action in lieu. Motion was seconded. Motion passed unanimously.
- Manager to check with Dell if they will provide credit for return of broken computer. Also to check if the new hard drive can be returned.
- Money Market Account. Further discussion tabled until next meeting. Manager to contact GE Capital to find out rate in their high yield savings account for corporate accounts.
- Discussed changing the By-laws to reflect all members must be in good standing in order to serve on the board; cannot be in arrears on monthly assessments (over 2 months). Add this to the Ballot for homeowners to vote on.

NEXT MEETING DATE:

The next Board meeting is scheduled for **Thursday, March 13, 2014** at 6:00 p.m. in the Study Lounge.

ADJOURNMENT:

- **MOTION:** to adjourn the regular business meeting at 7:00 p.m. Motion was seconded. Motion passed unanimously.

***Respectfully submitted by:**
Debbie Tolton, Minute Taker / Association Manager*