CAMPUS WALK HOMEOWNERS' ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

DATE: February 13, 2014

TIME: 6:00 p.m.
PLACE: Study Lounge

CALL TO ORDER:

The Meeting was called to order at 6:12 p.m. by President, Donna Catalano.

ROLL CALL:

Donna Catalano, President Suzette Avetian, Secretary

Dick Carter, Treasurer

ABSENT: Jeff Lascala, Vice President

Management

Representative: Debbie Tolton

QUORUM: (3)

A quorum must be present to conduct a lawful meeting. Quorum was established with the attendance of three (3) Directors.

HOMEOWNERS' INPUT / ATTENDANCE:

None present.

APPROVAL OF MINUTES OF LAST MEETING:

• **MOTION:** to approve Minutes from January 9, 2014. Motion was seconded. Motion passed unanimously.

TREASURER'S REPORT: Dick Carter

JANUARY 2014 Balances:

Operating (Alliance Bank)	\$ 2	2,465.04
Petty cash	\$	100.00
Reserve (Alliance Bank)	\$12	0,892.15
Reserve (Mutual of Omaha)	\$20	1,863.64
Delinquent Fees	\$	8,722.25
Prepaid Fees	\$	8,391.18
Unpaid Bills	\$	-0-

- **MOTION:** to accept the Treasurer's Report for the period ending January 31, 2014. Motion was seconded. Motion passed unanimously.
- Mr. Carter reported income is on budget. Reviewed line items. Water continues to be concern.
- Manager to put water usage report together to hopefully provide clearer picture.

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 I 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 advice 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