

**Minutes of the regular Board of Directors meeting
March 14, 1996**

Meeting called to order at 7:09 PM by President Morrison.

The meeting was properly noticed (see attached signed copies of notice)

The following were present: Mr. Anzelon, Ms. Loughman, Mr. Morrison, Ms. Patten, Ms. Snook, Ms. Young.

Mr. DeAngelis was absent. Mr. Schweinsburg, Vice President, resigned since the last meeting.

A quorum was present

Reading/Approval of minutes

1) Mr. Anzelon made a motion to approve the minutes of the 1/11/96 board meeting.

Seconded by Ms. Young

The motion was approved by a unanimous vote. 7:13 P.M.

2) Mr. Anzelon made a motion to approve the minutes of the 2/08/96 board meeting.

Seconded by Ms. Young

3) Mr. Anzelon amended his motion read: Approve the minutes of the 2/08/96 board meeting as amended.

The motion was approved Six (5) yes votes (Mr. Anzelon, Ms. Loughman, Mr. Morrison, Ms. Patten, Ms. Young.) One (1) no vote (Ms. Snook) 7:25 PM

Report of officers

1) President report- Mr. Morrison

"Sewer plant is doing fine. We added some black top down there."

"Maintenance has been on a skeleton crew"

2) Secretary Report- Mr. Anzelon

A) Apparently Mr. Schwinsburg has resigned. Manager says she has a letter to verify.

3) Treasures report - Ms. Donnelly (manager) - Assistant Treasurer

(see Attached) Also thanked Mr. Thienes for work on budget committee

4) Managers Report- Joan Donnelly

A) If you have problems with storage area talk to Ms. Young.

B) Mr. Schweinsburg resigned

C) Bill Augustine back to work

D) Hired new full time maintenance worker

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Secondly, the document highlights the need for regular reconciliation. By comparing the internal records with bank statements and other external sources, any discrepancies can be identified and corrected promptly. This helps in maintaining the integrity of the financial data.

Thirdly, it is advised to use standardized accounting codes and descriptions. This makes the records more consistent and easier to understand, both internally and for external auditors. Consistency in coding also facilitates the aggregation of data for reporting purposes.

Finally, the document stresses the importance of security. Financial records should be stored in a secure location, protected from unauthorized access. Regular backups should be taken to prevent data loss in case of a system failure or disaster.

Committee Reports

Budget Committee- Mr. Thienes

A) Thanked all who help with budget

B) Requested board to schedule meeting to approve budget.

1) Ms. Young made a motion that the board hold a meeting to discuss and approve the budget on 4/25/96 and combine the regular April board meeting.

Seconded by Ms. Snook

Ms. Young amended her motion to read that the board hold a meeting to discuss and approve the budget on 4/25/96 and combine the regular April board meeting and to include the May [regular] meeting as well.

The motion was approved by a unanimous vote. 7:37 PM

Gate Committee - Ms. Lancaster

A) Asked board to approve new counter

B) Discussed new gate entrance system
(see attached)

Maintenance Committee- Mr. Morrison

A) Working on pool furniture

Office Report- Mr. Schweinsburg

No Report . (No longer member of the board)

News Letter Committee - Mr. Nuss

(see attached)

Long Range Planning Committee- Mr. Nuss

(see attached)

Commons and Roads _- Mr. DeAngelis

No report

Activities Committees - Ms. Patten

A) Planing Luau

B) Senior Sports Day Big success

C) New shelves for activities room

E) Need volunteers

Electric Committee - Mr. Prothro

A) Electric cost study (see attached)

New Business

Appoint new directors

1) Mr. Anzelon made a motion that we appoint Beth Lucas to the board

Seconded by Ms. Snook

The motion was approved by a unanimous vote. 7:55 PM

(Ms. Lucas participated in the remainder of the meeting)

2) Mr. Anzelon made a motion that we place Mr. James Botsacos on the board to replace Mr. Schweinburg.

Mr. Morrison told him he can't. Mr. Morrison than asked for nominations to replace Bob Schweinsburg. Mr. Anzelon repeated his nomination of James Botsacos. Mr. Morrison said " You can't do it legally."

Ms. Snook nominated Marvin Pitts

Seconded by Ms. Patten.

Anzelon requested why he could not nominate someone.

Ms. Donnelly read letter form Association Attorney dated July 1995.

Motion passed four (4) yes votes (Ms. Lucas, Ms. Patten, Ms. Snook, Mr. Morrison) Three board members were not allowed to participate (Mr. Anzelon, Ms. Loughman, Ms. Young) 8:02 PM (See attached transcript of motion and discussion)

Replace Officers

1) Mr. Morrison "Do we have any complaints with Mr. Theines being the Treasure of this Association."

No objections Pass by a unanimous vote. 8:05 PM

2) Mr. Anzelon made a motion to replace the assistant treasurer with Ms. Stone (unit 1304).

Seconded by Ms. Young

Motion failed Three (3) yes (Ms. Young, Ms. Loughman, Mr. Anzelon) and Five (5) no votes (Mr. Morrison, Ms. Snook, Mr. Pitts, Ms. Patten, Ms. Lucas)

*note: Mr. Pitts original voted yes but changed his mind during the voting process.

3) Mr. Anzelon nominated Ruth Patten for Vice President.

Seconded by Mr. Pitts

Ms. Patten nominated Mr. Pitts as Vice President

Seconded by Ms. Snook.

Ms. Patten was chosen by a unanimous vote 8:10 PM

Park Name Change-Ms. Plant

A) The name "Oak Haven" has been reserved in Tallahassee 2/27/96

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for 120 days. (No action taken)

4) Mr. Pitts made a motion that we accept the drawing as submitted for the counter top for the gate.

Seconded by Ms. Young

Mr. Pitts amended his motion to read we accept the drawing as submitted for the counter and counter top for the gate.(see attached proposal)

Motion pass by a unanimous vote 8:16 PM

(Ms. Loughman was not present for this vote , was present for all other votes)

Pool Contract

5) Mr. Anzelon made a motion that we accept the bid from Pool-Aid to redo the pool and [costs] not to exceed \$18,000.00

Seconded by Ms. Young.

Ms. Patten made a motion to table the above motion until 4/25/96

Seconded by Ms. Loughman

Motion pass with a unanimous vote. 8:48 PM

Food by the swimming pool

6) Mr. Anzelon made a motion that the rule prohibiting food by the swimming pool may be set aside for special events approved by the manager, However, food must remain at least four feet from the water.

seconded by Ms. Loughman

Mr. Anzelon moved to table the above motion

seconded by Ms. Patten

Motion passed by a unanimous vote 8:53 PM

Question and Answer sheet

7) Ms. Young made a motion that she put in writing what questions she has with the Question and Answer sheet and give them to the lawyer.

seconded by Ms. Loughman

Ms. Snook made a motion to table the above motion

seconded by Ms. Lucas

Motion passed by an unanimous vote 9:05 PM

Shed permit

No action

The following items were read into the record and explained by Ms. Shone.
(see "Owners Roundtable Forum" 2/29/96 attached)

Animal control

Moving basketball court

Handwritten text block, possibly a date or a specific reference.

Handwritten text block, possibly a list or a set of instructions.

Handwritten text block, possibly a signature or a name.

Handwritten text block, possibly a paragraph of text.

Handwritten text block, possibly a list or a set of instructions.

Handwritten text block, possibly a paragraph of text.

Informational letter to all new owners and renters
Notification of water and electric cut-off
Pool monitor
Resident information at front gate
manager's handling of finances

8) Mr. Pitts made a motion that we appoint a committee to look into the basket ball court and it's location and [look into] redoing the shuffle board courts like Ken [Buttler] asked.

seconded by Mr. Anzelon

Motion passed by a unanimous vote 9:25 PM

9) Ms. Loughman made a motion to adjoin

seconded by Ms. Young

Motion passed by a unanimous vote 9:26 PM

Respectfully submitted
Peter Anzelon-Secretary

