

Harbor Isles Phase 2 Condominium Association
c/o: Prestige Property Management of Brevard
PO Box 507
Cape Canaveral, FL 32920
(321) 501-0654
prestigeofbrevard@att.net

Board of Directors
Meeting Minutes
Wednesday, July 15, 2015

This meeting was called to order at 7:02 p.m.

A quorum was established with 4 of 4 Directors present. Jim Smith was present by phone.

Noticed was posted 48 hours in advance of the meeting.

Jerry Scholder motioned to waive the reading of the minutes from June 4, 2015. Sean 2nd. All were in favor and the minutes were approved as submitted.

Reports of Officers, Committees and Agents:

Presidents' Report – Jerry noted that the only agenda items had to do with appointing a Secretary and the possibility of appointing a Director to fill the last vacant seat on the Board however; at this time no one stepped forward to fill the seat. The Board thought that possibly they would just wait until elections.

Management Report – Lori Barrella of Prestige Property Management introduced herself and thanked the Board for entrusting her firm with managing the association and reminded the members present that while she is not an “onsite” manager, she is available most Tuesday's and Thursday's in the afternoons. However, they can always call and schedule an appointment if need be.

Lori then informed the Board that her bookkeeper was working on the financials however; while BP Davis said they used Quickbooks as an accounting package, they actually used TOPS and only used Quickbooks for the payables. This means all history back to January would, including all banking information (operating, money markets, CD's, etc) would need to be entered into the system. She also found that there were accounts receivables/payables sitting from 1996 and some items from 2007. These would need to be written off without it affecting the current balance sheet. She is hopeful to have everything in order in approximately a month. She will make certain all bank accounts, are reconciled by the next meeting, July 23, 2015.

Lori then mentioned that she had no way of updating the website. It seems the password given by the past President would not allow manipulation of the site. If they would not get the website to work, they might have to start from scratch. She reminded the members that if anyone wanted to help with the site to let her know.

Old Business: None/Tabled

New Business:

- a. Appointment of vacant seat on Board: With no members expressing interest in filling the vacant seat, this item was tabled.
- b. Appointment of Secretary for the Association – Sean motioned to appoint Judy Montville Secretary for the remainder of the term. Jim smith 2nd. All were in favor and the motion passed.

Lori then informed the Board that since Conrad was to take over some of the duties that Tim was to do (changing light bulbs, sprinkler heads, running light checks, etc) it would be helpful if he had a cell phone. Lori presented the Board with 4 options. After review Sean motioned to purchased a phone for Conrad that would be suitable for the job, that could take and send photos and that it should have a type of “otter case” for protection and that the total phone purchase should not exceed \$100.00 and that the phone plan (a non contract plan) should be left to the discretion of Lori to purchase. Jerry 2nd. All were in favor and the motion passed.

The Board then opened the floor to residents for general Q&A.

The next meeting date is scheduled for Thursday, July 23, 2015 at 7:00 p.m.

Jerry motioned to adjourn the meeting at 7:42 p.m. Sean 2nd. Meeting adjourned.