



THE COMMONS CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING TUESDAY, 21 AUGUST 2007, 6:30 P.M. THE COMMONS CABANA, 1400 PEBBLEBROOK WAY

MEETING MINUTES

1. Meeting Called to Order/Establishment of Quorum

With the establishment of a quorum, The Commons Condominium Association's Board of Directors Meeting and Unit Owners' Forum were called to order by the President at 6:32 PM.

The following members of the Board of Directors were in attendance:

Diane Standridge, President

Tom Pelech, Vice President

Robert Chapin, Treasurer

Dave Grant, Secretary

Member-at-Large, Vacant effective 13 August 2007

Also attending was Mr. Mike Minor, UPA Property Manager.

2. Unit Owners' Forum (30 minutes)

No unit owners were present but it was noted that several unit owners have observed unauthorized individuals in the Pool area.

3. Presentation by National Exterminating Company, Inc.

National Exterminating Company, Inc. cancelled their presentation to the BOD. UPA was able to have Pro-Techs Exterminating, Inc. present an informational brief to Board

4. Approval of Minutes from 17 July 2007

Robert made the motion to approve the written Minutes as amended. Tom second the motion. The motion was accepted and adopted.

5. Financial Report

Treasurer's Report, 8/21/07, as of 7/31 /07

BALANCE SHEET:		UPA Figs.
ASSETS		

Operating Account	\$ 12,927.85	
Petty Cash	\$ 750.00	
Operating Reserve	\$ 12,158.56	
Replacement Reserve	\$ 177,461.59	
TOTAL ASSETS	\$ 203,298.00	
CAPITAL & EQUITY		
Accum Operating Reserve	\$ 40,912.58	\$ 21,964.43
Accum. Replacement Reserve	\$ 167,248.77	\$ 184,777.25
RR Loan to Expenses	\$ 10,295.00	\$ 0,285.00
Retained Earnings	\$ (4,641.95)	\$ 7,072.72
Current Earnings	\$ (10,516.40)	\$ (231.34)
TOTAL EQUITY	\$ 203,298.00	\$ 203,298.00

<u>INCOME STATEMENT</u>			\$ OVER BUDGET
	JULY	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 21,716.42	\$ 156,507.54	\$ 6,637.54
Gen'l & Admin Expenses	\$ 5,512.91	\$ 39,036.83	\$ 3,153.29
<u>Maint. Expenses</u>	<u>\$ 25,629.49</u>	<u>\$ 87,681.27</u>	<u>\$ 9,721.01</u>
Operating Income	\$ (9,425.98)	\$ 29,789.44	\$ (6,236.76)
Transferred to Operating Reserves	\$ 0	\$ 5,191.14	\$ (865.19)
Transferred to Replacement Resvs	\$ 0	\$ 24,149.52	\$ (4,024.85)
Net Ordinary Income	\$ (9,425.98)	\$ 448.78	\$ (1,346.72)
Income from Water Sales (July)	\$ 595.39	\$ 25,660.65	\$ (6,889.35)
Cost of Water	\$ 7,933.31	\$ 29,765.49	\$ 2,932.18
Meter Fees	\$ 0.00	\$ 1,592.80	\$ (202.70)
Sewer Fees	\$ 0.00	\$ 5,267.54	\$ (449.15)
Net Water Income	\$ (7,337.92)	\$ (10,965.18)	\$ (9,169.68)
Net Income	\$(16,763.90)	\$ (10,516.40)	\$ (10,516.40)

Notes:

1. There are significant differences between the Treasurer's and UPA's statement of the Capital & Equity side of the Balance Sheet. The bottom lines are the same but there are two versions of how to state this half of the Balance Sheet. The differences revolve around how to account for the transfer of \$10,000 from the Operating Reserve to the Operating Account and the payment of \$10,295 for the painting from the Replacement Reserves. UPA's version is shown above. There appear to be other issues as well. I expect that we will be able to resolve these issues in the near future. The check for the painting also causes differences in the Income Statement that are easily understood and resolved. At the moment, these differences do not have implications affecting the financial health of the community.

2. Now that we have finished the seventh month of the year, other issues are surfacing in the Income Statement that are not apparent in this report. 1) We seem to have underbudgeted for both Insurance and Storm Water Fees by about a total of \$5,200. 2) The changes that we made in the pool maintenance contract were anticipated but not budgeted. These variances will be carefully considered as the draft budget is prepared.

3. Budgeted transfers to the Operating Reserve of \$865.19 and to the Replacement Reserve of \$4,249.00 were not made this month because of a lack of cash in the Operating Account. The Replacement Reserve transfer will be made up in August.

With the effects of Notes 1 through 3 considered, this report is a fair and accurate representation of the condition of the Association as of July 31, 2007.

Robert W. Chapin, Jr., Treasurer.

Domain Name has been renewed for one year and will be billed to Mr. David Grant in the amount of \$7.95. The audit for The Commons Community Association, Inc. has been completed and each Board member was supplied a bound copy. The treasurer proceeded to inform Board of paid Petty Cash voucher dated 31 July 2007.

Dave made the motion to approve the written Financial Report as presented. Tom second the motion. The motion was accepted and adopted.

6. Officer Reports

Secretary

- No report

Treasurer

- No Report

VP

- Repaired sign

Pres

- Provided an updated Units for Sale spreadsheet for review
- Provided Target proposals to Maintenance Committee

Member-at-Large (vacant)

- No Report

7. Committee Reports:

Communications Committee

- Dave presented the draft meeting minutes including est. date of next newsletter

Grounds Committee

- Tom presented the Grounds Committee 2008 draft budget totaling \$700.00
- Next Mtg is 4 September in the cabana at 7:00 PM, community clean -up is 1 September at 9:00 AM in the Cabana

Maintenance Committee

- Robert presented the next newsletter approved minutes and provided the final Repair Request web form requirements.
- Robert made the motion to approve a first-usage, time and materials contract for incidental repairs. Tom second the motion. The motion was accepted and adopted

Social Committee

- No meeting since last BOD meeting.

8. Management Report:

Robert made the motion to approve the Officer Reports as presented. Dave second the motion. The motion was accepted and adopted.

9. Unfinished Business:

- A. Board of Directors Code of Conduct
- Board will review for next meeting.

10. New Business:

- A. Applications for Architectural Review
- Awning was denied. OK'd

Dave made the motion to deny the AAR awning request. Tom second the motion. The motion was accepted and adopted.

- B. Petty Cash Procedures
- Defer until Sept BOD mtg

Dave made the motion to enter Executive Session. Robert second the motion. The motion was accepted and adopted.

11. Executive Session:

- A. Delinquency Report
B. Request to Lease
C. Preliminary Draft 2008 Budget
D. Draft RFP for Time and Materials Contractor

- E. Master Termite Contract
- F. Board Resignation
- G. Bids
 - 1) Sidewalk Subsidence
 - 2) Pool Joint Sealing
- H. Purchase Orders
- I. Violations

Robert made the motion to leave Executive Session. Tom second the motion. The motion was accepted and adopted.

12. Motions from Executive Session:

- Robert made the motion to accept the Branche Industries, Inc. bid for parking lot improvements in the amount of \$8723.00. Dave second the motion. The motion was accepted and adopted.
- Robert made the motion to accept the Evans Construction bid, option 2 for sidewalk repair in the amount of \$625.34. Tom second the motion. The motion was accepted and adopted.
- Dave made the motion to accept the SwimKare bid to remove and caulk pool perimeter in the amount of \$1080.00. Robert second the motion. The motion was accepted and adopted.

13. Adjournment:

At 9:38 PM, Dave made the motion to adjourn the BOD meeting. Robert second the motion. The motion was accepted and adopted.

Approved

Date