

**CONDOMINIUM NUMBER ONE OF THE PINES INC.  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION  
December 5, 2017**

**BOARD MEMBERS PRESENT:**

Darryl Anderson, President  
Joyce White, Vice President  
Annette Keizer, Secretary

Renee Washington, Director  
Michelle Stevenson, Director

**OTHER ATTENDEES:**

Asharelah Watford, CVI – Community Manager  
Gloria Rice – Service Coordinator

**BOARD MEMBERS ABSENT:**

Hazel Anderson, Director  
Paula Reed, Treasurer

**Residents Present:**

Gloria Whitley 10214-T2  
Marie McBroom 10228-102  
Clifton Gaskins 10222-102

Gloria Roundtree 10228-104  
Linda Woods 10224-T6

**Statement of Executive Session**

On November 7, 2017, at the Pines One Office, the Board of Directors made a motion to open Executive Session at 7:35 pm. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

**REGULAR MEETING**

**CALL TO ORDER**

Darryl Anderson called the Regular Board Meeting to order at 7:05 pm.

**DETERMINATION OF QUORUM**

Darryl Anderson announced quorum.

**OPEN COMMENTS:**

Gloria Whitley asked about power washing the concrete on the landings of her building 10214. Ms. Whitley stated the landings look really bad. Joyce White asked Asharelah Watford to look into options to take care of this.

Joyce White mentioned the trash room floor paint job is much improved. She asked for an update on the water main break which occurred the day after Thanksgiving, November 24, 2017, side of building 10218. Asharelah Watford stated Superior Plumbing clamped the line, backhoed, seed & straw. Ms. White asked about receiving a demonstration of the Security Camera functions. Asharelah Watford said she would arrange a demo. Joyce White mentioned the back end only signs are attached to the same poles that have the other tow sign. Clifton Gaskins stated the poles should be on the right side of the driveway, not on the left where they are currently. Asharelah Watford said she would take a look.

Clifton Gaskins asked for a definition of delinquencies. There was discussion about this being stated in the by-laws and the most productive use of time on this issue.

## **Minutes**

Joyce White made a motion to accept the minutes from November 7, 2017, Regular Session and Executive Session with grammatical corrections to Action 1 and Action 2. The motion was seconded by Annette Keitzer and passed 5/0.

## **REGULAR SESSION:**

### **ACTION**

1. The 2018 Annual Meeting is scheduled for May 1, 2018. The call for nominations will be mailed to all owners on February 9, 2018. The terms expiring are Joyce White, Hazel Anderson and Michelle Stevenson. The election will be to fill 3 positions for a 3 year term. It is early but does the Board wish to invite a guest speaker to the meeting? At the February meeting an Election Committee will need to be appointed.

Board voted not to invite a guest speaker to the 2018 Annual Meeting. All were in favor.

### **ACTION**

2. The Board has requested Management to obtain new cleaning proposal as the current cleaning company is not meeting the needs of the community and several complaints have been received by the on-site staff and management. The current budget shows an estimated final cost of \$45,538.00 for Janitorial Services. The proposals below have been received and/or pending:

- A. Clean Advantage Corporation - two employees at a cost of \$6,450.00 monthly. For a total of \$77,400.00 a year.
- B. ACL Cleaning, LLC. – two employees at a cost of – proposal pending.
- C. Willway Company – two employees at a cost of – proposal pending.

Board voted to table this discussion for the Executive Session. All were in favor.

### **ACTION**

3. Rose's Contracting & Consulting submitted a proposal for power washing the building throughout the Community at a total cost of \$4,250.00. The Board must decide how they would like to proceed.

Renee Washington made a motion to approve Rose's Contracting & Consulting for power washing of eight buildings (10234, 10236, 10240, 10242, 10244, 10246, 10248 & 10250). The motion was seconded by Annette Keizer and passed 5/0.

### **ACTION**

4. The Board should set the Proposed Budget Review Schedule at this time. Since we do not have a meeting in January the Budget will be submitted to the Board before the end of December.

The proposed budget is schedule is:

- The Board will hold a work session in January to discuss the budget.
- Any questions you have will be answered at the February 6, 2018 Board Meeting.
- Proposed budget summary must be mailed to the owners as required by the State law by February 14, 2018.
- On March 6, 2018, the Board will hear owners' comments on the budget.
- Either at the March 6<sup>th</sup> Board Meeting or no later than March 17<sup>th</sup>, the Board needs to approve a budget for the new fiscal year.

- The new coupons, approved budget summary, and letter to the owners will be mailed the week of April 2, 2018.

Board members will hold the first work session on Saturday, January 13, 2018, 10:00 am at the Pines One office.

**TREASURER'S REPORT:**

Treasurer's report was available for residents who were present at this meeting.

**BUILDING REP REPORT:**

NONE

**COMMITTEE REPORTS:**

NONE

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

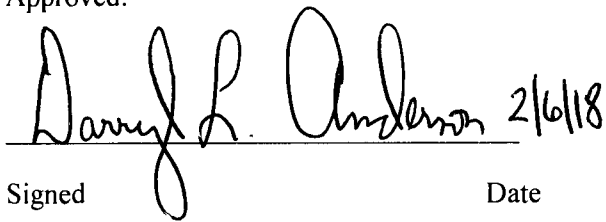
**OPEN COMMENTS FROM THE FLOOR:**

NONE

**ADJOURNMENT:**

Renee Washington made a motion to adjoin the meeting at 7:41 pm. The motion was seconded by Joyce White and passed 5/0.

Approved:

 Darryl R. Anderson 2/6/18

Signed

Date