

**The Cove at Briar Bay
2010 Board of Directors
Meeting Minutes
Wednesday May 26 2010**

Meeting Called To Order At: 6.34pm by Tom McInerney.

Roll Call: Present: Tom McInerney; Alicia Summers; Lucia Escobar; Christine Bright; (By Phone) Benjamin Green (Property Manager; Atlantic & Pacific) – Apologies: Lynn Cartee ;(Out of the Country on Business)

Approval of Minutes: Motion to approve the April 28th Board Meeting Minutes; Christine Bright; Seconded; Alicia Summers –AIF

- **TCAS** – Contract Terminated; effective **5/31/10**
- **A&P – In House Maintenance in effect** – 25 hours per week – 7am – 12 noon – Monday through Friday.
- **Pressure Washing by Maintenance;** of sidewalks and steps underway; time to completion approx 3 weeks.
- **Painting Project by Maintenance;** - to start **6/8/10**; once paint has been matched and purchased.
- **Landscaping Quotes – Action: Property Manager:** to be forwarded to the Board by **6/4/10**
- **Pool Maintenance Quotes – Action: Property Manager;** to be forwarded to the Board by **6/4/10**
- **Roofing;** - One request for roof inspection – **Action: Christine Bright;** forward details to Property Manager by **5/27/10**
- **Bulk Trash Removal; Action; Maintenance** – will break up smaller items and place in the dumpster – will move larger items to one location at each Cove Property; for pick up arranged by Property Manager as needed.
- **30 Day Savings Plan** – Pending April 2010 Financial Reconciliation and Vendor Quotes - update at next meeting.
- **Security Cameras: Gates & Pools** – Bill Seng - Envera Systems Presentation – **Action; Board;** - package will be reviewed by Board Members; decision by **6/4/10**

**The Cove at Briar Bay
2010 Board of Directors
Meeting Minutes
Wednesday May 26 2010**

- **Cove I Pool:** Leak repair – 2 quotes obtained by Property Manager– **Action; Tom McInerney** – to research alternate vendors – results to Board by **5/28/10**
- **Cove II Pool Gate – Damaged; - Action; Property Manager;** to check damage and obtain quotes for repair.
- **Remove No Trespassing Notices – Action; Property Manager** – West Palm Beach Police Department has been contacted – Awaiting Reply
- **Cove I and II Gates:** Motion to leave gates open to avoid costly repair; until Security Issue is resolved – Alicia Summers; Seconded; Tom McInerney; AIF
- **Association Attorney Recommendation A&P** – Action; **Property Manager;** to be forwarded to the Board by **5/27/10**
- **Inspection Engineer: Action; Christine Bright** to forward details of units requiring inspection and Cobra Seal (HEC) Contact details to Property Manager by **6/4/10**
- **Street Lighting: Action; Property Manager;** Electrician to inspect Street Lighting by **6/4/10**
- **Hurricane Shutters** – Have been located in storage units.
- **Builder Lawsuit – Action; Lynn Cartee/Lucy Escobar** will liaise to have Response Documents signed and Notarized when completed and presented for signature by CDG Lawyers.
- **Financial Update:** April Financial Reconciliation still underway; due to less than smooth handover by J&L
- **Alliance Assistance** - Have secured contract from AFS to Pay off HWC & TT and possibly finance camera program
- **Alliance Assistance;** – to begin immediate audit of units for occupancy; – to facilitate “Blanket Receivership” and Leasing Program.
- **Audit** – Mark Siegel has been paid \$2000 (4/6/10) **Action; Property Manager;** will check if the Audit is completed and when it will be mailed to Homeowners.

**The Cove at Briar Bay
2010 Board of Directors
Meeting Minutes
Wednesday May 26 2010**

- **Close BB&T Bank Account – Action; Property Manager;** will check if the Form to close the Account; submitted to Accounting by Christine Bright; has been completed and find out when it will be submitted for Board Signature to close the account.

- **Next Meeting Date:** Wednesday July 28 2010 – 6.30pm Briar Bay Clubhouse.

Motion to Adjourn: 7.44pm - Christine Bright; Seconded Lucia Escobar; AIF

APPROVED