

**Charlotte Square Condominium Association, Inc.**  
**Executive Monthly Board Meeting**  
**Wednesday, February 15, 2017**

**Call to Order:** Doug King, Charlotte Square (later to be written as CS) Board President, called the meeting to order at 10:11 AM. The Pledge of Allegiance was then recited by all attendees.

**Quorum:** A quorum was established with the presence of John Hill, President of Abbey House; Cindy McDaniel, Secretary/Treasurer of Oxford House; Jim Janks, Representative for Raleigh House; Don Moore, Representative for Berkley House; Doug King, President of Chelsea House; Ann-Marie Train, Representative for Cambridge House; Jim Summers, President of Regency House; Rick McGrath, President of Hampshire House; Hank Eisemann, President of Essex House. David Palmer of Palmer Property Management was also in attendance.

**Proof of Notice:** Doug King, Board President stated that the notice of meeting was posted according to the Association By-Laws and Florida Statute 718.

**Minutes from the meeting on Wednesday, January 18, 2017:** Doug asked for a motion to waive the reading of the minutes from 1/18/2017. A motion was made by Don Moore and seconded by Cindy McDaniel and it was unanimously approved.

Doug asked for a motion to do a roll call. Jim Summers made the motion and Cindy McDaniel seconded; all were in favor. Roll call was taken.

John Hill read the CS financial statement for January 2017. Doug King asked for a motion to approve the financial statement for January. Ann-Marie Train gave the motion and John Hill seconded, and it was unanimously approved.

Doug King and the other board members expressed their condolences to the displaced residents of Oxford House after the fire on Monday, February 13<sup>th</sup>.

Doug spoke about the possibility of having the electrical panels upgraded in the respective houses, which would be the responsibility of each unit owner. He said he will make up a sign-up sheet for each house hoping that if enough owners sign-up they would be eligible or offered a discounted or group rate, if one company was hired to change out all of the panels.

Doug then asked for a count of both the proxy's and the attendees. The total was one-hundred ninety-three (193) which was enough for a quorum.

The vote was 192 to 1 (one) in favor to rollover the surplus funds from 2016 into the CS operating for 2017, which is approximately \$55K.

**Bench:** Doug asked for a motion to discuss the location of the bench that will be purchased by CS to honor two long-time residents. Ann-Marie Train made the motion and Cindy McDaniel seconded. Discussion began regarding the amount of money to approve to purchase the bench. Doug King recommended \$500.00 for the bench and aesthetics, i.e.: pavers, plantings, etc. Doug King asked for a motion to approve the aforementioned amount. John Hill made the motion and Ann-Marie Train seconded, and it was unanimously approved.

**Tennis Courts:** Doug King made a motion to discuss selecting one of the two bids that were submitted to refurbish the tennis courts. Cindy McDaniel made the motion and Jim Summers seconded. Doug began by explaining the scope of work that will be performed. After the board members reviewed the bids Doug asked for a motion to approve Lawson Courts at a cost of \$11,500.00. John Hill made the motion and Cindy McDaniel seconded, and it was unanimously approved.

**Saunas:** Doug reported on the progress of the saunas and stated they will be open soon. He then discussed the proposal that was submitted by Kings III to install an emergency phone in each sauna; men's room and ladies room by pool #2. No decision was made and the proposal was tabled until more information is provided regarding the type of phone or monitoring system to be installed.

**Pressure Washing Common Areas:** Doug asked for a motion to discuss the two bids that were submitted to pressure wash the sidewalks and other common areas in Charlotte Square. Don Moore made the motion and Cindy McDaniel seconded. The discussion was brief and the board accepted Whistle Kleen's bid with a unanimous vote.

**Pool Gates:** Doug reported on the progress of changing out the locks on the pool gates. He stated that pool #2 was almost finished and then the locks will be changed at pool #1.

**Landscape Design Team – pool #1:** Doug asked for a motion to discuss new landscaping near and around pool #1. John Hill made the motion and Don Moore seconded. Sylvia Judkins gave a presentation for her landscape design. She researched the type of plants that would be suitable for that area, and the plants she chose have a one-year guarantee if purchased from Lowe's or Home Depot. She will obtain another quote from an independent nursery. Doug asked for a motion to vote to approve a budget of \$1,200.00. Ann-Marie Train made a motion and Don Moore seconded, and it was unanimously approved.

**Website:** Doug made a presentation regarding a website for Charlotte Square created by Gator Design. The one-time set-up fee is \$600.00 with an annual fee of \$175.00 for the CS domain name and web hosting. All unit owners would have access anytime to view upcoming events, meetings, news, etc. Doug asked for a motion to approve the website. Ann-Marie Train made a motion and Cindy McDaniel seconded, and it was unanimously approved.

Doug asked for a motion to adjourn the meeting. Don Moore made a motion and Jim Summers seconded.

**Meeting adjourned: 12:04 PM**