

**Charlotte Square Condominium Association, Inc.**  
**Executive Board Meeting Minutes for**  
**Wednesday, January 18, 2017**

**Call to Order:** Doug King, Charlotte Square (*later to be written as CS*) Board President, called the meeting to order at 10:02 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; Anne-Marie Train, Representative for Cambridge House; Rick McGrath, President of Hampshire House; Jim Summers, President of Regency 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, December 21, 2016:** Doug asked for a motion to waive the reading of the minutes from 12/21/2016. A motion was made by Don Moore and seconded by Cindy McDaniel and it was unanimously approved.

John Hill read the CS financial statement for December 2016. Doug King asked for a motion to approve the financial statement for December. Don Moore made the motion and Anne-Marie Train seconded and it was unanimously approved.

**Unfinished Business:** Charlotte Square has obtained two bids for the renovation of the tennis courts. Lawson Courts came in at \$11,500.00 and Welch Tennis Courts came in just under \$15,500.00. Palmer Management will obtain the third and final bid before a decision is made.

The coupon books for payment of the monthly maintenance fee have been arriving regularly for all of the unit owners in all of the houses managed by Palmer Property Management.

**New Business:** CS proposed 2017 Budget discussion, approval and adoption: Doug asked for a motion to discuss the proposed budget. Cindy McDaniel gave a motion to discuss and Anne-Marie Train seconded. Anne-Marie Train had a question about line item "60000" (Office Personal Payroll) regarding the difference between the "ytd actual" and "ytd budget". Doug explained that the budgeted amount reflected the former Office Manager's higher salary. No other questions were asked and Doug asked for a motion to adopt the CS 2017 budget. Don Moore made the motion and Cindy McDaniel seconded. An open vote was taken and it was unanimous to adopt the 2017 budget.

- Doug asked that a board member from each house check their Charlotte Square office files at least twice a week.

- Discussion began regarding a memorial bench for Cindy Stewart's (Essex House) mother, Arlene Shephard. Cindy Stewart submitted the request along with a check for \$225.00 to purchase and install the bench in a location inside the fence around pool #1, because Arlene swam there often. Doug King asked for a vote from the board and the board was in favor of the memorial bench with a vote of eight to one.

- As per Doug's request West Coast Lawns submitted a quote to remove a dead tree near Oxford House. The board decided to get more bids.

- As per Doug's request Whistle Kleen submitted a quote to pressure wash sidewalks and other surfaces in several areas in CS. The board requested two more bids before they make a decision.

- Howard's Pool World submitted an estimate to replace the grids in the filter for pool #1. The board decided to put this on hold until off-season because the pool will have to be shut down for several days.

- Saunas: At a previous board meeting a preliminary decision was made to not reopen the saunas. After looking into it further it was discovered that only a majority vote could make the decision to not reopen the saunas, which would include an expensive mailing and if so decided, to then have the attorney remove the sauna amenity from the documents at an expense. After the above information was conveyed to the board members and residents a decision was made to refurbish, repair and reopen the saunas for a cost of under \$2500.00. Whistle Kleen submitted a quote to refurbish and repair the saunas and it was approved. Once the saunas reopen Whistle Kleen will clean them once a week as per their contract.

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

**Meeting adjourned: 11:48 AM.**