

# **Royal Oak Townhouse Condominium.**

## **BOD Meeting Minutes**

C/O Solutions Property Management of Florida, Inc.  
2235 N Courtenay Pkwy, Suite A,  
Merritt Island, FL 32953

**Date: December 17<sup>th</sup> 2018 8am-Located at the Solutions Management office.  
2625 Barna Ave, Suite E, Titusville FL 32780**

### **Board Meeting Minutes**

1. Call to Order: Meeting was called to order at 8:10 by Nancy Abner.
2. Roll Call-Nancy Abner, Lee Brinich, Paul Matthey, and Joan DeSlauriers by speaker. Rachel DeCamp with Solutions Property Management is present.
3. Proof of Notice of Meeting Posting: Agenda and Proof of Notice was posted on mailboxes, clubhouse, and laundry room and Mailed to all owners 14 days in advance.
4. Minutes from BOD meeting 11/25/18 were approved. Nancy makes a motion to approve minutes, Paul seconds, all in favor.

### **Treasurer Report**

Nancy Reports that there is \$16,246.55 in Reserve Account. There is between \$28,000-\$30,000 in out Operating Account. New accounts have been established with BB&T. Old account will be terminated and balance transferred into new account as soon as all outstanding checks have been cleared.

### **Management Report**

It is planned by the BOD with the help of management to look into reducing the water costs with Unit Checks planned for early 2019. Management will also be looking into bids for possible new insurance to help with 2019 Budget.

Rachel DeCamp proposes to have a conversation or BOD meeting with current association attorney John Soileau to update declarations. Currently there is no full protection for the association to enforce rules and regs. There needs to be a fining procedure adopted. This would also provide more control over rental units which is an association problem at this time.

Rachel also reported that she had done a walk thru with her Maintenance Coordinator, Nancy and John Lester and addressed several violations.

### **Organization of the BOD**

It was brought to BOD attention that in fact Jane Perry is not an owner and would be able to hold an officers position of the BOD. Beth Perry has now moved into a BOD director position. Joan Deslauriers will take Treasurer position of the board.

### **Budget:**

2018 Budget had not been previously approved and voted by board. This was found out by Solutions and had not been enforced by previous management. Nancy makes a motion to adopt 2018 budget, Paul seconds, all in favor.

Adjournment: Nancy Abner makes a motion to adjourn the meeting, Paul seconds, All in favor. Meeting adjourned at 8:46