

Meeting Minutes
Villa Del Oro Condominiums

Regular OR Special Meeting of _____

Date: April 10, 2018 **Time:** 5:15 PM **Place:** Academy Mortgage

Directors present: Traci Douma (Secretary), Samantha Swingle (President), Larry Kempton (Vice President), Tracey Heritage (New property manager),

Directors absent:

Others present: Christine Case (#12), Don Waterhouse (owner of 3 units), MaryAnn Mercado (new owner of #5)

Notice of Meeting: Meeting time and place was established via email and text message to board members

Determination of quorum: YES

Call to order: Meeting called to order by Tracey Heritage at 5:17.

Minutes of Prior Meeting: Previous minutes were not voted on. They were sent out via email.

Treasurers/Financial Report: Tracey went over financials as best as she could being new.

Comments:

- New board members were appointed via ballots sent USPS. Christine Case and Don Waterhouse were voted into the board. This meeting was used to determine new office titles.
- 2017 taxes for the association have been completed and filed. We owe \$30 to the state and \$210 is owed federal.
- She will be transitioning to a cash basis account reporting to eliminate accruing depreciation. Tracey will also be using a check system vs. the Electronic Funds Transfer system (as used by previous manager) to pay bills. In regards to checks, Tracey will be authorized to sign for any checks equal to or less than \$500. Anything over \$500 will need to be approved by the board unless it is referred to in the budget. Reserve account checks will still require a board member to sign. All members motioned to pass this rule.

Old business:

- Election of Officers:
 - o President: Larry Kempton
 - o Vice President: Christine Case
 - o Secretary: Traci Douma
 - o Treasurer: Don Waterhouse

New Business:

- Grounds Maintenance: Tracey is going to get someone out to the property ASAP to clean up the weeds and mow. After that, Tracey will be getting quotes for new contracts for people to take care of the pool maintenance and grounds maintenance. She is also going to hire someone to clean up and organize the broiler room, which appears to have been a "catch all" room over the last few years. Christine motioned to pass these items, Don seconded, motion passed.

Other Business:

- Christine mentioned a renter has keys to the padlock of the pool. Tracey will purchase and install a new padlock. Keys for the grounds will be kept in a lock box on the property as well. Tracey will purchase the lock box.

NOTE:

Next meeting: The next board meeting will be at Academy Mortgage at 5:15 on July 25.

Adjournment: Motion to adjourn at 6:03 by Larry.