



## Board of Directors Meeting Minutes April 11, 2015

**1. Calling the Meeting to Order**

The meeting was called to order by Roger Vinci, Board President, at 10:00AM.

**2. Establish Quorum**

All Board members (Roger Vinci, President; Lars Eriksson, Vice President; Kenneth Rhodes, Secretary; Robert Glassmyer, Treasurer; Dale Fage, Director; James Lacovara, Director) were present in person.

**3. Proof of Notice**

Tyler Brown, association manager, stated that notice of the meeting had been given.

**4. Reading of Minutes of Previous Board Meeting**

A motion was made by Dale Fage, seconded by James Lacovara, and approved unanimously to accept the January 24, 2015, Workshop and Board meeting minutes as written.

**5. Treasurer's Report**

A report was given consisting of the association account balances as of March 31, 2015. The treasurer's report will be made part of the record of this meeting.

**6. Manager's Report**

A summary of the written report was given. A copy of the report will be made part of the record of this meeting.

**7. Committee Reports**

**a. Rental Committee**

**i. Unit Entry, Inspection, and Clean**

A summary of an issue that had arisen concerning the entry into and clean of a rental pool unit was explained to those in attendance. A motion was made by Kenneth Rhodes, seconded by Roger Vinci, and denied 0-6 to reimburse the owner for the costs associated with this cleaning. The issue of unit entry was also discussed at length with this particular instance and general guidelines being included in the discussion.

**ii. Revised Cleaning Guidelines**

In conjunction with item 7.a.i. the board discussed the need to further clarify and specify the intentions of the cleaning guidelines associated

with rental pool units. After discussion it was decided that both unit entry to rental units and cleaning standards be sent to the rental committee for discussion. Recommendations were made involving required vacancy timeframes following deep cleans. It was also pointed out that the rental guidelines specify that professional deep cleans of rental unit be completed once a year.

**b. Technology Committee**

No update was given.

**c. Security Committee**

Encouragement was given to keep cars doors locked at all times.

**d. Grounds Committee**

No update was given.

**e. Maintenance Committee**

**i. Projects**

After discussion a motion was made by Dale Fage, seconded by Lars Eriksson, and approved unanimously to engage Keystone Engineering to perform a condition analysis of the building and property in accordance with the proposal submitted and made part of the record of this meeting.

After discussion a motion was made by Kenneth Rhodes, seconded by Lars Eriksson, and approved unanimously to contract with ThyssenKrupp elevator to perform door modernization on the South elevator.

Discussion was held concerning both unit main and individual electrical breakers. We have seen an increase in the number of breakers that are becoming worn. These breakers can pose a fire risk. If you have not done so recently, owners are encouraged to have their breakers inspected to ensure proper functionality. This item will be discussed at future meetings with the possibility of having all units being checked on a bulk basis.

**8. Unfinished Business**

All unfinished business to come before the board had been handled during the committee reports.

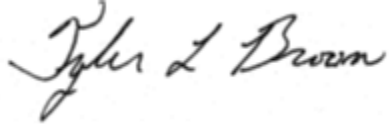
**9. New Business**

There was no unfinished business to come before the board.

**10. Adjournment**

With no further business to come before the board the meeting was adjourned at 11:31 PM.

Respectfully Submitted:

Handwritten signature of Tyler L. Brown in cursive script.

Tyler Brown CFCAM, CMCA, AMS, PCAM  
Manager, Errol by the Sea Condominium Association, Inc.

Handwritten signature of Kenneth Rhodes in cursive script.

Kenneth Rhodes  
Secretary, Errol by the Sea Condominium Association, Inc.