

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.
A Corporation Not-for-Profit

SUBJECT: Minutes of the Board of Directors Special Meeting
DATE: Saturday, July 3, 2010
TIME: 9:30 A.M.
PLACE: Kings Point North Clubhouse, Atrium Room, 1900 Clubhouse Drive, Sun City
Ctr., FL 33573

PRESENT: Board Members: Alice Gallagher, Harold Scott, Michelle Jolly, Nuri Georges.
Residents: Hank Hosman, Lyle Smith

1. **OPENING** - A quorum was established with four members present and the President, Alice Gallagher called the meeting to order.
2. **MINUTES** – Reading of the Minutes was waived and the Minutes of April 10, 2010 and May 29, 2010 were approved. Motion made by Michelle Jolly, seconded by Harold Scott passed unanimously.
3. **TREASURER’S REPORT** – Michelle Jolly presented the Treasurer’s Reserve Analysis Report for the period ending May 25, 2010. A minor correction was made to the Treasurer’s Reserve Analysis Report for the period ending April 25, 2010. A motion was made by Harold Scott and seconded by Alice Gallagher to accept the April 25, 2010 report as corrected and the May 25, 2010 report as presented. Motion carried unanimously. Michelle Jolly will contact Peter Schmidt at Continental to express the Board’s desire to receive the full financial report package and not the short summary report we were given for May.
4. **COMMITTEE REPORTS**
 - A. Sunshine Committee – Alice Gallagher will instruct Nan to send a card to Roxine Archbald.
 - B. Social Committee Financial Report – Alice Gallagher submitted her report with copies of receipts to Michelle Jolly, Treasurer, and will remit the balance of \$163.33 to Michelle to hold.
5. **UNFINISHED BUSINESS**
 - A. Manchester Sign Removal Update – Alice Gallagher reported that residents from both Manchester III and Manchester IV chipped in to pay \$45.00 to remove the broken Manchester III sign. This was done with the approval of Dana Andrews of the Master Association and the matter should now be considered over.
 - B. 821 McCallister Ave – Curbing Installation – Harold Scott reported that he will call Hubbell Nursery this week to fix a date for installation of the new curbing at this corner. Michelle Jolly will communicate the details to Emily Florio.
 - C. Driveway Power Washing Proposal – Alice Gallagher reported that after consulting with Continental the board may use funds from its operating account for miscellaneous expenses like power washing. A motion was made by Michelle Jolly and seconded by Harold Scott to allocate funds of no more than \$1,280.00 to

power wash only the cement unpainted driveways. The motion passed unanimously. Alice will prepare a letter to residents advising them of the project and informing them that it is a one time only allowance by the board.

- D. Valley Crest Proposal – Nuri Georges reported that Valley Crest had completed their survey and determined that we had a total of 20,772 square feet of sod that needed replacement at a cost of seventy five cents per square foot.
- (1) Other options were discussed and it was decided that Alice Gallagher and Nuri Georges would first re-survey the entire association to determine a more reasonable scope of work. Hank Hosman reminded us that we were not compelled to use Valley Crest for this type of work and that we should get quotes from Hubbell and one other contractor.
 - (2) Nuri will get prices for boxwood hedges to install in the common area behind 804 Manchester Woods Drive.
- E. Paver Amendment Proposal Finalization – Alice Gallagher revised the amendment stating the Board would pay for repairs on pavers installed by residents.
- (1) Alice will email other Association Presidents and research which paver contractor they recommend and contact the top 3 for samples.
 - (2) The board will select three colors. Residents will need to submit a Modification Form that must be approved by the Board.
 - (3) For painted driveways that have been repaired by the Board whose owners have not yet fulfilled their obligation to have the new concrete painted to match, Michelle Jolly suggested the Board give these owners till March 31, 2011 to either install pavers or cure the current condition. The Board was in full agreement with Michelle’s suggestion.
- F. Solar Lights - Rules – Alice Gallagher reported that several residents have these lights and the Board must create some guidelines for their use. It was agreed that the solar lights may only be placed in the planting beds and must be removed if there is a threat of a hurricane as they can become flying missiles. The residents will install the lights at their own risk and should they become broken during landscaping work, neither Valley Crest nor the Association will be responsible for replacement of same. This rule will be added to the updated Manchester IV Rules.
- G. Carriage Light Survey – A complaint was received with respect to the carriage lamp in front of 821 Manchester Woods. After investigation, the lamp portion of the fixture was missing. Alice Gallagher will notify the owner and ask him if he would prefer to take care of this upon his return or if he would like the Board to have it repaired and the billing sent to him.
- (1) Garage carriage lights – Because only one resident has registered a complaint that the Board consider replacing & updating the carriage lights on the units, the discussion was tabled. No one has complained that the lights are broken or need replacement to date. Hank Hosman advised that when the time comes to address this project, Home Depot offers commercial discounts on large orders.
- a. H. Roofing – Hank Hosman submitted a report that outlined projections made by Continental versus those submitted by his calculations with input from Buddy's Roofing and GAF, the Manufacturer. Given GAF’s assessment that the life of the shingles will be at least five years less than originally predicted, Hank suggests increasing our Roofing Reserves by what would amount to an increase per unit of

\$1.20. Hank will do a second evaluation in September which may change depending on oil prices.

6. NEW BUSINESS

- A. Age Waiver Restriction – A motion was made by Harold Scott and seconded by Nuri Georges that the Board will not waive the Association age restriction for any request at this time.
- B. 812 Manchester Woods Drive – possible water leak – Bill Kattenhorn of Continental investigated the leaks and reported that one is coming from the roof and another from outside the house possibly through a crack in the foundation. Bill will contact Buddy's Roofing and arrange to have Connie Martin obtain quotes from a contractor to repair the cause of the foundation leak Alice will follow up on this with Continental.
- C. Private Contractors – Removal of Lawn & Garden Debris – Alice Gallagher will add to the Rules that residents who hire landscapers must ensure they remove the lawn and garden debris. Valley Crest is not responsible for this removal.

7. GOOD AND WELFARE

- A. COA Memorials – Alice Gallagher reported that ten dollars was donated to the library in honor of Dorothy Blake.
- B. Lyle Smith reported that Ellen DeSario had passed away last week and that Mr. DeSario will be selling their residence.

Michelle Jolly made a motion to adjourn. Harold Scott seconded and the meeting was adjourned at 11:30.

Respectfully submitted by

Michelle Jolly, Secretary/Treasurer