

MANCHESTER IV CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

SUBJECT: Minutes of a Special Meeting of the Board of Directors

DATE: Wednesday, December 7, 2011

TIME: 3:30 P.M.

PLACE: Atrium Room, North Clubhouse

1. Opening

- A. **Establish A Quorum** – A quorum was established and the meeting was called to order at 3:30 p.m. by President, Alice Gallagher. Present were: Roxine Archbald, Nuri Georges, Alice Gallagher, Cheryl Grate and Hank Hosman.
- B. **Introduction and Appointment of New Board Member** – A motion was made by Nuri Georges, seconded by Roxine Archbald, to appoint Cheryl Grate to the Board to fill the position vacated by Harold Scott which expires April 1, 2013. Mrs. Grate agreed to serve and the motion passed unanimously.

2. **Minutes** – The Minutes of the September 22, 2011 meeting were approved. Motion made by Cheryl Grate, seconded by Nuri Georges, passed unanimously.

3. **Treasurer's Report** – Hank Hosman distributed copies of the August 25, September 25 and October 25, 2011 financials, and reviewed details of the reports. Motion to approve as presented, made by Roxine Archbald, seconded by Cheryl Grate, passed unanimously.

4. **Committee Reports** – Alice Gallagher reported that an afternoon social is scheduled to be held on Saturday, February 4th for the Manchester IV residents and guests. A Committee is being formed and details will be forthcoming early January.

5. Unfinished Business

- A. **Association Rules & Regulations Update** – Postponed until after the Annual Meeting.

6. New Business

- A. **Review of 2011-2012 Budget** – Hank Hosman reviewed the budget in detail. Several changes were discussed and a motion to approve the budget with the agreed-to changes was made by Roxine Archbald and seconded by Cheryl Grate. Motion passed unanimously.
- B. **Approval of Reserve Monies for Driveway Repair at 829 McCallister Ave.** –

Alice Gallagher reported she received 3 bids and the Board unanimously agreed to spend up to \$1,472 on the driveway repair. Nuri will talk to the resident about the possibility of installing pavers and report back to the Board.

- C. **Review of Annual Meeting Handouts** – The hand-outs were reviewed and the list drawn up. Copies will be run off and decks put together for the meeting.
- 7. **Good & Welfare** – Modifications were approved for a paver driveway (Jolly), new windows (Feehan) and two solar tubes (Henry).

The Annual Meeting will be held on Monday, February 6, 2012 at 1:30 p.m. in the Banquet Room. Residents will receive notices and the Agenda will be posted on the bulletin boards.

- 8. **Schedule Next Meeting** – The next meeting is tentatively scheduled for Friday, January 6, 2012 at 3:30 in the Federation Conference Room.
- 9. **Adjournment** – The meeting adjourned at 4:30 p.m. Motion made by Cheryl Grate, seconded by Roxine Archbald.

Respectfully submitted,

Roxine Archbald, Secretary