

**CONDOMINIUM NUMBER ONE OF THE PINES INC.  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION  
March 6, 2018**

**BOARD MEMBERS PRESENT:**

Darryl Anderson, President  
Joyce White, Vice President (*arrived 7:05pm*)  
Paula Reed, Treasurer

Renee Washington, Director  
Michelle Stevenson, Director  
Hazel Anderson, Director

**OTHER ATTENDEES:**

Asharelah Watford, CVI – Community Manager  
Gloria Rice – Service Coordinator

**BOARD MEMBERS ABSENT:**

Annette Keizer, Secretary

**Residents Present:**

Gloria Whitley 10214-T2  
Colette Garrido 10234-202  
Clifton Gaskins 10222-102  
Ehab Hijazi (Integrity Professional Contracting LLC)

Bernard Lane 10232-T3  
Elizabeth Johnson 10234-203  
Cheri Osborne 10236-107  
Jacinta Wilson-Reid 10228-T1

**Statement of Executive Session**

On February 6, 2018, at the Pines One Office, the Board of Directors made a motion to open Executive Session at 7:58 pm. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

**REGULAR MEETING**

**CALL TO ORDER**

Darryl Anderson called the Regular Board Meeting to order at 7:00 pm.

**DETERMINATION OF QUORUM**

Darryl Anderson announced quorum.

**OPEN COMMENTS:**

Gloria Whitley provided pictures of her building's concrete steps/tips (10214) and stated that the paint has deteriorated.

Asharelah Watford advised that the Maintenance Staff will paint in April 2018 as scheduled annually and that she will get a concrete company to provide an estimate/proposal to the Board to level the steps so that it drains properly.

Ms Whitley also suggested "Slow Down" notices be posted on bulletin boards. She said drivers are not being cautious while driving on property and when parking

Paula Reed stated the need for more Back-In Only parking signs at ALL entrances.

Elizabeth Johnson stated she has still not received any response to her two written requests to the Board for a copy of the audit.

Bernard Lane asked if mulch was laid too soon. Asharelah Watford advised that it is not too soon. Mr. Lane stated his concern for the appearance of the concrete in building 10232-rear. He said he would forward pictures to Board members. Mr. Lane asked if the cleaners should clean inside trash bins. Asharelah Watford advised, per the contract, the cleaning company will clean the Outside of trash cans only. Mr. Lane asked Ms Watford how often she inspects the property. Ms. Watford replied that she inspects the property once every week. Mr. Lane stated that he has never received a copy of the Annual Report. Asharelah Watford stated the report is mailed to homeowners every year.

Clifton Gaskins asked why the signs at entrances have not been moved to the right hand side. Asharelah Watford explained that the Board has not directed her to move the signs.

**Minutes**

Joyce White made a motion to accept the minutes from February 6, 2018, Regular Session and Executive Session. The motion was seconded by Hazel Anderson and all were in favor.

**REGULAR SESSION:**

**ACTION 1. Ledger #10786**, a \$75,000.00 CD, matures 03/20/18. If you were to continue with your laddered approach to investment currently in place, the Board would need to vote to purchase a \$75,000.00 CD to mature during 2021.

Asharelah Watford provided the following: rates 2.45 to 2.55 for 2021. Paula Reed made a motion to purchase \$75,000.00 CD. It was seconded by Renee Washington and all were in favor.

**ACTION 2. Raymar Plumbing** submitted their costs for the annual and quarterly sewer line cleaning for the new budget year 2018/2019 as noted below. We recommend the Board approve for Raymar Plumbing to complete the 2018/2019 sewer cleaning.

All Roof Stacks to Sewer one time a year	Manhole to Manhole to County Main 3 times/year	Total	
\$5,350.00	\$2,394.00		\$7,744.00

The amount of \$35,004 is budgeted in Code 61200 Plumbing. The sewer line snaking is included in this line item.

Joyce White asked what we paid them last year. Asharelah Watford will email the cost to the Board. This was tabled until they receive this information.

**ACTION 3.** An open meeting is scheduled with the owners to discuss the proposed 2018/2019 budget. The Board needs to approve the budget at the close of the meeting. Coupons, the budget summary, and forms for direct debit will be mailed to all owners in April. The new budget will take effect May 1, 2018.

Discussion regarding availability of Financial Statements at CVI; why fees go up every year and making copies of the Budget Summary (not a Financial Statement) available to home owners at the on-site office who request it in writing. Paula Reed motioned to table for Financial Statement breakdown review. Michelle Stevenson agreed. Paula Reed made a motion to accept to have Budget Summary available at on-site office to home owners who request it in writing. It was seconded by Michelle Stevenson.

**ACTION 4.** CVI's current management agreement with Pines One Expires on April 30, 2018. Please

refer to the memo dated February 13, 2018. The Board must decide how they would like to proceed.

Board will table this for working session date to be determined.

- ACTION**     **5.**     The Board conducted an email vote to proceed with Structural Solutions Phase II & III services from their proposal dated October 13, 2017. The Board needs to ratify the email vote at this time.

Renee Washington made a motion to ratify the email vote. It was seconded by Hazel Anderson and passed 7/0 (Annette Keizer absentee vote yes)

**TREASURER'S REPORT:**

Treasurer's report was available for residents who were present at this meeting.

**BUILDING REP REPORT:**

NONE

**COMMITTEE REPORTS:**

NONE

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

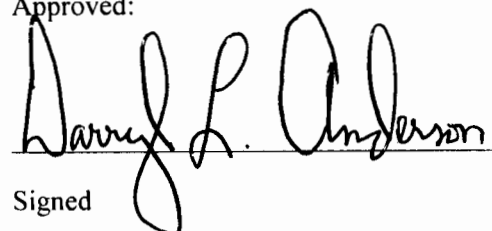
**OPEN COMMENTS FROM THE FLOOR:**

NONE

**ADJOURNMENT:**

Renee Washington made a motion to adjourn the meeting at 7:50 pm. The motion was seconded by Hazel Anderson and passed 6/0.

Approved:

 4/3/18

Signed

Date