

*Hillsboro Cove Condominium Association*  
Board of Directors' Meeting: April 2, 2012

**MINUTES**

President Lou Buscemi opened the meeting at 10:00 am in the Clubhouse. After verifying that there was a quorum for the meeting and that the meeting had been duly posted 48 hours in advance, the Secretary called the roll. Board members Lou Buscemi, Bob Rae, Mary Ellen Palenchar, Sara Bridger, Nick Marchione, and Rose Sexton were present; Dick Martin was absent. . The President asked for a motion to dispense with reading the minutes of February 7, 2012 and to accept them as posted on the website. Bob Rae so moved; Sara Bridger seconded, and the motion carried.

Board Vice-President Bob Rae reported that the concrete restoration in West Harbor and Center Harbor was 99.9% complete with some first-floor painting in WH and Eastport still to be finished. He noted that repairs to concrete in Eastport were paid from the concrete reserve account and that the area west of carport #1 (which had been used for storage during construction) would be restored with grass, sprinklers and shrubs. Concerning the Marine Facilities, Bob noted that oneboat slip in WH is available for rental.

David Locke, Chair of the Clubhouse Committee, reported that the Committee had interviewed three interior designers and one contractor. They are presently negotiating a contract with designer Shelley McNaughton and architect Bo Hollingsworth for an overall design plan of the total building renovation. They will then present a proposal of the plan to the Board for approval. In response to residents' questions, David said that the Committee would post updates of future meetings on the Association's website and that any resident wishing to receive information on the planning proceedings should give his/her e-mail address to David. He concluded that the Committee intends to draw up both long and short range plans and cost figures for updating the Clubhouse facilities with work to commence in phases.

The President commented that it "has been nice having the snowbirds with us" and that residents might be interested to learn that since January, 11 apartments have been sold in the complex. In response to a question, he said that currently 29 units are for sale but that some of them are not priced realistically enough to sell.

The President proceeded to Old Business and asked if there were any further questions about removing the shuffleboard courts and reminded residents that they might change their vote if they wished. In response to one question, he said that after removing the concrete, the area would be grassed over and minimal landscaping added. He then asked Joe DiCarlo to announce the results of the residents' vote. Mr. Di Carlo said that a total of 228 residents had voted, with 198 voting to remove the courts and 30 wishing to retain it.

Moving on to New Business, the President asked Secretary Mary Ellen Palenchar to read the accounting procedures for Committee members wishing to withdraw or deposit funds into Committee accounts. The Procedure will stand as follows.

**PROCEDURE FOR WITHDRAWING FUNDS FROM OR DEPOSITING FUNDS TO A COMMITTEE ACCOUNT:**

**1. WITHDRAWALS:**

**A. For small purchases (under \$200):** The Committee member pays for items and submits receipts to the Office Secretary for reimbursement.

**B. For large purchases (over \$200):** Before making the purchase, the Committee member may request a check for the amount of the purchase. After making the purchase, the person must submit the appropriate receipt to the Office Secretary for accounting purposes.

**2. DEPOSITS:**

**A. Cash accrued from any activity must be submitted to the Office Secretary on the next business day.**

Notes:

1. All withdrawals from Committee Accounts must be signed by two Board members who have been so designated on the Account.

2. The Office Secretary will be responsible for balancing a particular account. The balance will be available to the Committee Chair upon request.

The President then opened the meeting to questions from residents. Lorraine Sherman (CH) asked what happens to personal information after a resident has been approved for membership in the Association. President Buscemi said that all sensitive information, such as social security and bank numbers, is shredded and that all other information is kept in a locked file. Bob Lintz (CH) asked about the policy of allowing children with swim diapers in the pool. Manager Bob Lorang replied that children, and also adults who might be having problems, are allowed in the pool if they wear swim diapers. Carol Roarty (CH) asked about using e-mails for communication instead of paper copies. Bob Lorang replied that the Office has been working on this and is waiting for the computer program the Association uses for billing to be updated so that maintenance bills can also be e-mailed to those residents wishing to receive them this way.

At 11:07, the President reminded residents that Treasurer Sara Bridger would be holding a Budget Committee meeting directly after this meeting to gather residents' requests for items to be considered for funding in the 2013 budget. He then asked for a motion to adjourn. Mary Ellen Palenchar so moved; Bob Rae seconded, and the motion carried.

Mary Ellen Palenchar  
Secretary