

Office Procedures

5/15/2007

3) Continued the discussion from last month regarding a petty cash account. Mike W. suggested applying for a corporate credit card rather than a petty cash fund. After discussion among the board members as to the necessity of having credit card and the limit on the card, Jack M. motioned to apply for a corporate credit card with limit not to exceed \$500. Motion was seconded by John M. and motion carried unanimously.

2/19/2008

2. Reported that currently the operating fund has \$218,000 and the replacement fund has \$158,000 for a total of \$378,000 in assets. There are liabilities of \$189,000 and an operating fund balance of \$20,000 for a total of Liabilities and Fund Balance of \$210,000. The question was then asked by a director if the interfund payable referred to the reserve fund. Jack replied it does. Total expenses for January were about \$40,000 with \$54,000 budgeted leaving the association \$14,000 in the black. Jack M. then motioned to accept the tentative financial statement and Burt seconded the motion. The motion carried unanimously.

Jack M. made the motion and it was seconded by John M. to streamline the approval of recurring monthly bills (utilities) by having them mailed direct to Meyers & Brettholz for payment. Motion carried unanimously.

4/21/2015

Mike Patasky made a motion to authorize association credit cards, as has been past procedure, in the names of the Property Manager, the President, Vice President, and Treasurer at a maximum limit of \$500. The motion was seconded by Al Joseph and passed 6-0.

10/20/2015

F) **Board Member Comments:** Betsy Rosser commented on the mail issue as well and suggested that the information be published in the Crier. She also stated her concerns that Paul should be able to supply some candy, water and coffee to residents when they come into the office. Jack stated that it was against state statutes to do so but most agreed that we should just be practical about it. **Ron Read motioned that we allocate \$25 a month for office candy, water and coffee, seconded by Bill Cossart. Motion passed 6-1 with Jack McManus against.** Betsy also expressed her concern that a resident was barred from the Westminster Golf Club and she didn't want that incident to intimidate people from speaking freely at the meetings. Several members thanked Jack Griffith for the work he has done for the Community especially with his continuing help with Ground Water.

10/20/2015

D) **Manager's Report:** Paul Braid provided his report for the month of September to the Board and it is posted for more detailed information. Some of the items included were; Electrical work for the new fountains has been completed, the painting will be completed next week, power washing of the Community Center roof, pool decking, exterior of the buildings, patio furniture and walkways is Scheduled for Oct 30th. The pool will be closed for that day. Several requests for quotes have gone out for painting the aluminum fence, landscaping the front entrance, lake & water management companies to improve the conditions of the lakes just to name a few. Paul has made several calls to FPL regarding the street light poles that were knocked down from the storm in August. A work order was completed at that time but the subcontractor has not repaired the poles. Paul will continue his efforts to have that work completed. Paul is also compiling information to see if it would be beneficial for the Community to rent the gym equipment instead of purchasing it. Jack raised concern that some invoices were paid without consent of the committee chairman and before the work was completed. All invoices received by Paul should be forwarded to each committee chairman for review and authorization before they are sent to the accountant for payment. Jack also stated that he wants a copy of all invoices for review as well. **Jack McManus motioned, seconded by Elaine Paoella that all invoices be signed by the appropriate committee chair, reviewed by the Treasurer and the President as future protocol. Motion passed 7-0.**