

Highlands Rosedale Homeowner's Association No. Two Inc.
Minutes of the Meeting of the Board of Directors
December 17, 2015

Board Meeting – December 17, 2015

Meeting was called to order at 3:00pm at the home of Tom Repp. Quorum was established.

Attendees Present:

Tom Repp – President
Bob Berube – Vice President
Gerry Yake - Treasurer
Reon Onstine – Secretary
Lynne Woodman – At Large

Proof of Notice of Meeting:

- Proof of notice was provided by the November 13, 2015 email sent by Tom Repp to all association members.

Approval of Minutes:

- Motion by Gerry Yake to approve minutes from the November 12, 2015 meeting and seconded by Bob Berube. Unanimous approval.

Business:

- **Income Statement and Balance Sheet**
 - Gerry Yake submitted for review an income and balance sheet projected through December 31, 2015.
- **2016 Budget**
 - Draft of the 2016 budget was reviewed. The Board will meet just prior to the annual meeting on January 28 to approve the budget for presentation at the annual meeting.
- **Allocation of Funds to Interest Bearing CD**
 - Motion by Bob Berube and seconded by Lynne Woodman to transfer \$25,000 from the checking account to a Bank United (1) year Certificate of Deposit at an interest to be determined at the time of opening the CD. Motion unanimously approved.
- **Change of Address for Submitting Quarterly Dues**
 - Currently, Association members are directed to send quarterly dues to the Association mailbox rented at Pak Mail. The Association Treasurer makes periodic trips to the Pak Mail location to retrieve received dues and then make a bank deposit of those dues. A more efficient way of receiving dues has been determined. Regions Bank has a lockbox to which dues can be mailed. Regions will then deposit the received dues directly into an Association checking account. The cost for this is \$4.00 per year for each Association address. The Association checking account would need to be moved from Bank of America to Regions Bank. Motion made by Bob Berube to move the checking account to Regions Bank and have the lock box established for mailing of dues directly to Regions Bank. Motion seconded by Reon Onstine and unanimously approved.
- **Change in Post Office Box**

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- The Association currently rents a mailbox from Pak Mail for approximately \$180 per year. This mailbox is primarily used for receipt of quarterly dues from members. A mailbox can be rented from the US Post Office for approximately \$68 per year. The US Post Office provides a notification service that when mail is in the box, an advisory email or text notification can be sent. Motion by Bob Berube and seconded by Reon Onstine to cancel the Pak Mail account and secure a mail box at the Oneco US Post Office. Motion unanimously approved.

- **HD2 Board of Director Vacancies 2016**
 - Nominations for the (2) open Board of Directors vacancies were due by December 14. Only (2) nominations were received. Per Florida Statue 720, an election is not required unless more candidates are nominated than vacancies exist. The (2) nominations received were Tom Repp and Diane Raccio. Motion by Bob Berube and seconded by Gerry Yake to not have an election and to accept the nominations of Tom Repp and Diane Raccio to (3) year terms commencing January 28, 2016. Motion approved unanimously.

- **Approval of Expenditures –**
 - Review of invoice from Teal Landscaping - \$201.50 for irrigation system repairs at various residences. Motion to approve by Reon Onstine, seconded by Gerry Yake and unanimously approved.
 - Renewal of insurance for the HOA is due in January 2016. The quote for 2016 is \$2,315, an increase of \$3.00 from 2015. The insurance coverage is for liability, directors & officers, employee dishonesty, umbrella and workers compensation. Motion made by Reon Onstine to approve, seconded by Gerry Yake and unanimously approved.
 - Teal Landscaping has proposed services at a cost of \$39,161 for 2016 with no cost increase from the prior year. Motion by Lynne Woodman to approve, seconded by Bob Berube and unanimously approved.
 - The meeting room at the Rosedale Clubhouse for the annual association meeting on January 28 will cost \$35.00. Motion by Lynne Woodman to approve, seconded by Bob Berube and unanimously approved.
 - Motion by Bob Berube and seconded by Reon Onstine to approve up to \$80 for securing a new post office box at the Oneco Post Office and ordering new checks for the new Regions Bank checking account. Motion unanimously approved.

- **Next Meeting Date:** January 28, 2016 6:30pm at the Rosedale Country Club 19th Hole meeting room.

- **Meeting adjourned at 4:10pm**



Reon R. Onstine
Secretary