

**Minutes of the Board Meeting  
Whitley Bay Condominium Association, Inc.  
THURSDAY, APRIL 13, 2017**

**Call to Order:** Stan Bowers called the meeting to order at 2:00 pm.

**Establish Quorum of Directors:** Board members in attendance: President Stan Bowers, VP Margherita Ramsay, Treasurer Bob Schrader, Secretary Frank Sullivan, and Director Richard Isom. Gabrielle Porter attended in person and Michelle Davis by phone for Reconcilable Differences. Thirteen owners attended.

**Approval of Minutes from November 16, 2016 and February 15, 2017:**

Bob motioned to approve these minutes as written and posted on the website. Margherita seconded, all in favor.

**Financial Report:** Bob reported that the association is on budget and in good shape starting out the year.

**Assessment:** Stan announced that this meeting was for gathering information for the proper procedures of the Special Assessments. RDI had provided samples to the board of Notice of Special Assessment that will be sent to owners. Michelle explained that the board needed to schedule a meeting and the Notice would need to be sent at least 14 days in advance. Frank motioned that the board send the notice for the meeting to be held on Monday, May 15<sup>th</sup> at 7:00 pm in the rec room, Margherita seconded, all in favor.

**Chilled Water Valve Replacement:** Stan said that after contacting several companies for the project, Sawyer was the only respondent. Sawyer who is familiar with the property, submitted an estimate and scope of work. Sawyer is ordering the materials for the job. After the valves are replaced Sawyer will be asked to look at updating the domestic water. Bob moved to use reserve fund 3040 to fund the \$14,000 project, Stan seconded all in favor.

**Use of Reserves:** Bob said that the new plants in the lobby and recreation room have a useful life span of longer than 10 years and could be paid for through reserve fund 3080. Margherita made the motion to pay for the plants through this account, Stan seconded all in favor.

**Roof Contract:** Barfield Contractors emailed a revised contract for reroofing the buildings. Stan asked RDI to forward the contract to Attorney John Soileau for review before being signed. Bob motioned that if the contract is deemed valid by the attorney the board can then sign the contract for the roof and stucco on the westside of the building. Margherita seconded, all in favor.

**Adjournment:** There being no further business, at 2:35 Margherita moved to adjourn the meeting. Bob seconded, all in favor.

Respectfully Submitted,

Gabrielle Porter, Administrative Assistant & CAM