

**East Lake Woodlands Condo VII  
Board Meeting Minutes**

| <b>Board Meeting</b>  |   |                    |  |
|---|---|--------------------|--|
| 1.20.20   | 7:30pm  | Carole Cappel home |  |
| <b>Meeting called by</b>  | Diana Hashaw  |                    |  |
| <b>Type of meeting</b>  | Executive   |                    |  |
| <b>Facilitator</b>  | Beverly Neubacker   |                    |  |
| <b>Note taker</b>   | Susan Knight  |                    |  |
| <b>Parliamentarian</b>  | Not Assigned  |                    |  |
| <b>Attendees</b>  | Carole Cappel, Diana Hashaw, Susan Knight, Jeanne Arca, Al Kaan(phone), Beverly Neubacker   |                    |  |
| <b>Subject</b>  | <b>Election of Board Members</b>  |                    |  |
| <b>Presenter</b>  |   |                    |  |
| <b>Discussion</b>   | Nominate, Accept Board positions  |                    |  |
| <b>Conclusions</b>  | Diana Hashaw, President; Carole Cappel, Vice President; Susan Knight, Secretary/Treasurer; Jeanne Arca, Director; Albert Kaan, Director                           |                    |  |
| <b>Action Items</b>   | <b>Person Responsible</b>   | <b>Deadline</b>    |  |
| None  | n/a   | n/a                |  |
| <b>Subject</b>  | <b>Mitchell Insurance</b>   |                    |  |
| <b>Presenter</b>  | Robert Mitchell   |                    |  |
| <b>Discussion</b>   | Discussed the re-zoning of Bldgs 2 & 6 for flood; all Condo 7 buildings are now rated X in regard to flood map with county.                                       |                    |  |
| <b>Conclusions</b>  | n/a   |                    |  |
| <b>Action Items</b>   | <b>Person Responsible</b>   | <b>Deadline</b>    |  |
| none  | n/a   | n/a                |  |
| <b>Subject</b>  | <b>Foreclosure- 209 Mary Drive</b>  |                    |  |
| <b>Presenter</b>  | Beverly Neubacker   |                    |  |
| <b>Discussion</b>   | Board members discussed the resident history and noted resident has filed for bankruptcy. Offer to wave interest fees considered.                                 |                    |  |
| <b>Conclusions</b>  | Members voted unanimously to accept offer based on advise of legal counsel.   |                    |  |
| <b>Action Items</b>   | <b>Person Responsible</b>   | <b>Deadline</b>    |  |
| 1. Bev will call attorney, provide board vote information and seek recommendation from attorney. If attorney supports Board vote - we will accept offer of waving interest fees | Beverly Neubacker   | ASAP               |  |
| <b>Subject</b>  | <b>Cox Fire Safety</b>  |                    |  |
| <b>Presenter</b>  | Beverly Neubacker   |                    |  |
| <b>Discussion</b>   | Board expressed the need to meet with Cox for update on installation project. Question regarding payment of \$3000 to Condo 2; status of correction of the issue. |                    |  |
| <b>Conclusions</b>  |   |                    |  |
| <b>Action Items</b>   | <b>Person Responsible</b>   | <b>Deadline</b>    |  |
| 1. Beverly will call Cox and set up appointment.  | Beverly Neubacker   | ASAP               |  |
| 2. Funds paid to Cox for Condo 2 need to be adjusted to our account   | Beverly Neubacker   | ASAP               |  |
| <b>Subject</b>  | <b>Recycling</b>  |                    |  |
| <b>Presenter</b>  | Carole Cappel   |                    |  |
| <b>Discussion</b>   | Question of size of recycle bins revisited after resident raised issue at open meeting. Board member need more information regarding cost and size options.       |                    |  |

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|--|---|---------------------------|-----------------|
| <b>Conclusions</b>   | Obtain more information from Trash Removal Company to see if large containers available.  |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| 1. Call Trash company for pricing and sizing of recycle containers |   | Beverly Neubacker         | ASAP            |
| <b>Subject</b>   | <b>New resident Interview Fees</b>  |                           |                 |
| <b>Presenter</b>   | Susan Knight  |                           |                 |
| <b>Discussion</b>  | Sue noticed that Ameritech is charging us \$50 for every interview of new residents. The agreement was that Ameritech would be paid for interviews but they have not been doing the interviews. |                           |                 |
| <b>Conclusions</b>   | Investigation of issue necessary and a refund to our account for interviews not done by Ameritech.  |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| 1. Investigate charges and report to Board                         |   | Beverly Neubacker         | ASAP            |
| <b>Subject</b>   | <b>Leaking Pipe -Air Conditioning Unit Building 3</b>   |                           |                 |
| <b>Presenter</b>   | Diana Hashaw  |                           |                 |
| <b>Discussion</b>  | Resident (231 Mary)complained of A/C waterline pipe from 232 Mary, in back of building 3,   |                           |                 |
| <b>Conclusions</b>   | Send repair service out to evaluate leak , repair cost, and person responsible  |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| 1. Contact AC repair and obtain evaluation                         |   | Beverly Neubacker         | 1.30.20         |
| <b>Subject</b>   | <b>Finance Meeting with Board</b>   |                           |                 |
| <b>Presenter</b>   | Diana Hashaw  |                           |                 |
| <b>Discussion</b>  | Board members request a meeting with Karen, the financial contact at Ameritech to review our financials   |                           |                 |
| <b>Conclusions</b>   | Schedule meeting based on everyone's schedule. Check schedule with Karen  |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| 1. Schedule meeting  |   | Beverly Neubacker         | ASAP            |
| <b>Subject</b>   | <b>Violation Walk-Around</b>  |                           |                 |
| <b>Presenter</b>   | Susan Knight  |                           |                 |
| <b>Discussion</b>  | Bev, Carole, Susan walked the grounds, found 44 violations  |                           |                 |
| <b>Conclusions</b>   | Board determined to not act on these violations at this time as there is no Compliance Committee to review and follow up.   |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| none   |   | n/a                       | n/a             |
| <b>Subject</b>   | <b>Community Association Institute</b>  |                           |                 |
| <b>Presenter</b>   | Carole Cappel   |                           |                 |
| <b>Discussion</b>  | Board advised to move forward and subscribe all members to organization   |                           |                 |
| <b>Conclusions</b>   | Register Board members  |                           |                 |
| <b>Action Items</b>  |   | <b>Person Responsible</b> | <b>Deadline</b> |
| 1. Register all board members                                      |   | Beverly Nuebacker         | 1.28.20         |
| <b>MOTIONS</b>   |   |                           |                 |
| <b>Motion</b>  | <b>Meeting to Order - 6:55 pm</b>   |                           |                 |
| Made by:   | Diana Hashaw  |                           |                 |

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|                          |   |
|--------------------------|---|
| Seconded by:             | Jeanne Arca   |
| Resolved                 | Called to Order   |
| <b>Motion</b>            | <b>Foreclosure 209- Acceptance of offer to wave interest charges on delinquent account 209 Mary Dr.</b> |
| Made by:                 | Susan Knight  |
| Seconded by:             | Carole Cappel   |
| Resolved                 | Unanimous vote - 5 board members  |
| <b>Motion</b>            | <b>Transition from Board to Board</b>   |
| Made by:                 | Susan Knight  |
| Seconded by:             | Diana Hashaw  |
| Resolved                 | Unanimous vote - 5 board members  |
| <b>Motion</b>            | <b>Enter into Parliamentary Authority Procedure to include Time Keeper</b>                              |
| Made by:                 | Diana Hashaw  |
| Seconded by:             | Carole Cappel   |
| Resolved                 | Unanimous vote - 5 board members  |
| <b>Motion</b>            | <b>Meeting Adjournment - 7:45 pm</b>  |
| Made by:                 | Jeanne Arca   |
| Seconded by:             | Carole Cappel   |
| Resolved                 | Meeting Adjourned at 8:00pm   |
| <b>Minutes Approved:</b> | Date: 2/13/2020 Signature:  |