

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

Board Meeting: September 16, 2020 -- ZOOM CONFERENCE -- 6:30 pm			
Call to Order:	6:41 PM		
Quorum Determined:	YES		
Meeting called by	Diana Hashaw		
Type of meeting	Board Meeting		
Facilitator	Diana Hashaw		
Note taker	Susan Knight		
Parliamentarian	Al Kaan		
Attendees	Diana Hashaw, Carole Cappel, Jeanne Arca, Al Kaan, Susan Knight, James Mateka (AmeriTech)		
Subject	Notice to Accept May 7, 2020 Meeting Minutes		
	Motion to Accept made by Al Kaan, 2nd by Diana Hashaw		
	Vote: 5 Yes		
Subject	Update on Cox Fire System		
Presenter	Jim Mateka		
Discussion	Cox now has all inventory to begin and ready for us to schedule to compete Bldg 3; Jim Mateka to contact Kevin with start date, Board suggested 9/28, 9/29, 9/30; FD Inspection will be completed on bldg's 2,3, and 4 when 3 is done. Notices will be posted when final date is determined.		
Action Items	Person Responsible	Deadline	
Contact Kevin at Cox with start date	J. Mateka	9/18/2020	
Subject	Repair or Replace Pool Furniture		
Presenter	Susan Knight		
Discussion	Motion to Table Discussion until next meeting made by Al Kaan, 2nd by Carole Cappel		
Action Items	Person Responsible	Deadline	
none			
Subject	Tree Project		
Presenter	Board		
Discussion	When will trees be planted? What species, where to plant and when to plant was discussed; Susan has 3 quotes (email to board for review); Jim mentioned we may be able to get free trees from City or County		
Conclusions	Motion to discuss at next Board Meeting made by Susan Knight, 2nd by Diana Hashaw		
Action Items	Person Responsible	Deadline	
Email copies of quotes to Board	S. Knight	9/18/2020	
Obtain information regarding free trees	J. Mateka	9/24/2020	
Subject	Pooling Water at Bldg 5		
Presenter	Jim Mateka		
Discussion	Jim received a quote to replace sinking sidewalk at north end of building (Sam Swinton); Jim is waiting on quote regarding a sump pump as a potential solution		
Conclusions			
Action Items	Person Responsible	Deadline	
Obtain quote regarding sump pump/landscape option and identify the vendor, send copy to Board	J. Mateka	9/18/2020	
Notify unit owner where puddling is the problem, cc the Board	J. Mateka	9/18/2020	
Subject	Gutter Cleaning / Repair		
Presenter	Jim Mateka		
Discussion	Gutters need cleaning immediately; last cleaning Oct 2019; discussed a semi-annual cleaning contract, before and after rainy season; also need to evaluate all downspouts for repair or replace (this may or may not be same vendor as gutter cleaning TBA)		
Action Items	Person Responsible	Deadline	
Get quote for all buildings to be cleaned immediately and send to Board	J. Mateka	9/18/2020	

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Get quote for downspout repair/replace and send to Board		J. Mateka	9/24/2020
Subject	Vehicle Tarp Covers		
Presenter	Board		
Discussion	A unit owner complained about tarps on vehicles		
Conclusions	The ByLaws/Declaration does not prohibit covering vehicles with therefore, the tarps are allowed		
Action Items		Person Responsible	Deadline
none		n/a	
Subject	Dead Trees in Back of Buildings		
Presenter	Jim Mateka		
Discussion	Noticed that there are 2 - 6 dead pine trees behind the buildings; Jim discussed with A & M Tree, will receive a quote; A & M will provide a diagram of property and location of trees; question was about liability if a dead tree falls		
Conclusions			
Action Items		Person Responsible	Deadline
Obtain quote and diagram from A & M and send to Board		J. Mateka	9/24/2020
Subject	Rusted Railings		
Presenter	Jim Mateka		
Discussion	Many railing spindles and support posts are rusted; need quote from vendor to repair and or replace; Brian may be able to repair some (TBD)		
Conclusions			
Action Items		Person Responsible	Deadline
Obtain quote from vendor and send to Board		J. Mateka	9/25/2020
Subject	Pool Inspection and Violations		
Presenter	Jim Mateka		
Discussion	Health Inspector found 4 violations, Jim sent violation notice to David Stahl Pools for attention; David expected on property on Friday, Diana may be available to meet with him on the topic; violations must be fixed and documentation signed and returned to Health Inspector by 10/8/2020		
Conclusions			
Action Items		Person Responsible	Deadline
Meet with David Stahl to be sure violations are addressed timely		J. Mateka	9/23/2020
Update Board on status		J. Mateka	9/23/2020

MOTIONS	
Motion	Accept Meeting Minutes from May 7, 2020
Made by:	Al Kaan
Seconded by:	Diana Hashaw
Resolved	
Motion	Motion to table discussion on pool furniture
Made by:	Al Kaan
Seconded by:	Carole Cappo
Resolved	
Motion	Motion to decide on tree project
Made by:	Susan Knight
Seconded by:	Diana Hashaw
Resolved	
Motion	Adjournment
Made by:	Diana Hashaw
Seconded by:	Carole Cappo
Resolved	
Minutes Approved:	Date: _____ Signature: _____

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