

**BURNBRAE ANNUAL COUNCIL OF UNIT OWNERS MEETING**  
**MEETING HELD AT BEST WESTERN HOTEL**  
**JULY 16TH, 2015**  
**7PM**

**Members Present:**      Pamela Folz – President  
                                 Jessica Conigliaro – Treasurer  
                                 Monica Stoddart – Secretary

**Non-Members:**        Charlotte Jennings – 211B  
                                 Montell Crumbs – 209F/G  
                                 Christina Folz – 212C/221C  
                                 Wayne Trader – 220A  
                                 Carmeleta McLean – 220F  
                                 Diane Seeney – 218E  
                                 Alice Yarborough – 208A  
                                 Wendy Mattoon – 206C

**Property Manager:**    Shaunda Harrison

Meeting called to order by the President, Pamela Folz. Motion to waive Robert's Rules of Law. Motion accepted, seconded by Jessica Conigliaro. Motion accepted. All in favor.

**Review of Minutes:**

Motion to review minutes by the President, Pamela Folz. Motion seconded by Jessical Conigliaro. All in favor.

**Recycling:**

Pamela Folz, president explained to the owners the importance of recycling. Dumpsters will be provided by Single Stream Recycling. We will update once Waste Management provides Single Stream with materials to evaluate items of maintenance.

**Reserve Study:**

We have two (2) quotes from two companies. Quotes will be reviewed by our attorney Dan Losco and the board then a decision will be made. The cost of \$5000.00 have been reserved for this. At the end of the study our community will be in compliance.

**Delinquent Owners:**

We will continue to pursue delinquent owners. Priority number one is to collect all past due fees owed to the association. The Board will meet to decide the best course of action to be taken . Tow list will be enforced. Anyone who is three (3) months past due will be in jeopardy of being towed.

**Foreclosures:**

Foreclosures will be placed on owners owing \$10,000.00 or more. This will be given to our attorney who will then start proceedings. Claims up to \$15,000.00 will be taken to JP/Superior courts.

**Liens:**

Owners owing six (6) months or more, a lien will be filed against their property and a list will be forwarded to our attorney.

**Payments:**

Owners who have not made a payment arrangement should contact our property manager, Shaunda Harrison to setup a payment plan. The Board will be available to discuss/renegotiate with anyone.

**Water Usage:**

We have done an inspection of two buildings. There were three leaks that were identified. Inspection will commence on July 17<sup>th</sup>, 2015. It was suggested that in the future any notice should be posted at least a week in advance to give owners enough time to make arrangements if they need to. Some of the owners were not able to have the inspection done on schedule due to the short notice.

**Insurance:**

Insurance premiums for this year has gone down by \$1000.00. Everything concerning coverage remains the same.

**Floor Discussion:**

The floor was opened for discussion. One of the questions asked was concerning window repairs/replacements. All windows that need to be repaired or replaced is solely the owner's responsibility.

**Motion to Adjourn – President**

**Motion seconded by - Monica Stoddart. All in favor**

**Prepared by, Monica Stoddart – Board Secretary**