

## **Little Gull Condominium Assoc., Inc.**

### **Board Meeting**

**February 14, 2015**

Alex Quarles, President called the Board of Directors meeting to order on February 14, 2015 at 9:32 a.m. Other who were present, Dirk Tolle Sec/Treasurer, Frank Colwell, Vice President ( via Skype), Leni Collet, Board Member, Rich Cunningham Property Manager and Marie Diffley, Resort Manager. Michael Rissman, Board member was absent.

Roger Staig a Little Gull owner was also present. He had requested in advance for time to speak the Board agreed to allow him 5 minutes.

### **Proof of Meeting Notice**

The meeting notice and agenda had been posted in a locked bulletin board on the property as stated by Alex.

### **Secretary's minutes**

The minutes were presented, Dirk and Alex notice the date on the heading was correct but the content was from a previous meeting. Alex said we would table the minutes until the next meeting. We will approve the October 11, 2014 minutes and February 14, 2015 at the next meeting.

### **Treasurer's Report**

The financials were distributed by e-mail and in each Board members binder's day of the meeting. Alex discussed that a Board member should be giving a report as well as having the financials present. Dirk is the Sec/Treas. Said it was " duly noted" and would do so in the future. Rich went over a few questions and Dirk said he saw no exception items. Frank made a motion to approve the financials and Leni second.

Signature Cards for our bank account need to be changed and updated. A Board Member needs to one of the signatures and Alex offered and the other Rich Cunningham to representing Cunningham Property Management. The cards will be signed and presented to our bank PNC.

### **Property Mangers Report**

Marie Diffley gave the Mgrs Report. She went over current Maintenance Fee collected 67% had been collected to date. Lock Out Letters are going out earlier this year and collection as well. The staff is calling as a reminder before letters are sent.

Marie went over Housekeeping & Maintenance for 2014 and Projects slated for 2015.

We had an owner request, Mr. & Mrs. Kangieser to trade his week 52 unit 1 for week 19 unit 1. They agreed to pay any and all expenses that would incur. Rich said it would Cunningham Property Managements recommendation to except. Leni motion to except this trade and Dirk seconded.

As a reminder the Board does not wish to make a practice of this, in the future would considered on a case-by-case basis. The Board members agreed

### **Old Business**

There was no specific old business but Leni mentioned this at the end of the last meeting. She would like us to look into a pool handrail cover because the metal gets so hot in the summer months. Two options were mentioned either one that zips on or a PVC kind. Rich and Marie will look into the cost etc... In addition, reply to the Board. Cunningham Prop. Mgmt. has used them in other resorts.

### **New Business**

- A. Rich explained the Owner Only Auction draft. A suggestion by Leni we make it available to friends, family, and a possibility of previous renter in the future. After bids are accepted and the auction is finished, the Board will receive a list to be approved of each unit and final bid. Rich had suggested the length of the auction is 30 days. A bid would not be considered valid until deposit is received and paperwork signed.
- B. Marie spoke of the PNC policy for processing foreign checks. Their policy has change and Cunningham Property Mgment and Little Gull Cottages needed to know the quickest and most cost efficient way to process any foreign check Maint. Fees. PNC needs three things stated on the check , the name and address of foreign bank, US Funds and the name and address of the US Bank affiliate. If these three things are not on the check because of our relationship with PNC and we hand deliver they will process without delay and a small fee of \$7.00.

A current owner Roger Staig had requested the board to give him some time to speak at this meeting. The board agreed and allowed 5 minutes time. Mr. Staig's main issue was with the Maint Fees being mailed each year especially during the holiday rush. He was encouraging Little Gull Cottages to use more e-mail and e-billing for correspondence. We explained we are making every effort to get our records updated and all agreed it is a great idea. Mr. Staig also had objection to the wording used on the bottom of the Maint. Fee statements it was too strong and did not pertain to most owners. Rich explained to the Board the moving up of the time table for delinquencies and lock outs letters we have to use the wording currently used as we are mandated by the state to use certain language. Board asked us to look into what is involved in changing the Annual Meeting date and/or fiscal year. The possibility of prepayments might be available in the future.

- C. Alex has requested that there be a report on Management of funds from the auditor. She would also like to have the Auditor present the audit to the Board at the April meeting.

Meeting Adjourned 11:12