

DESCRIPTION:	Board Meeting Minutes		
COMMUNITY:	Hampton Hills Condo		
DATE:	1/20/2014		
LOCATION	Community Clubhouse		

Topic Number	<u>Meeting Minutes</u>
1	<ul style="list-style-type: none"> • Call to order: 6:35pm by Brian Fein
2	<ul style="list-style-type: none"> • Roll Call: Brian Fein, Jose Beltran and Kristin Cain
3	<ul style="list-style-type: none"> • November 14th 2013 Minutes: Kristin motioned to approve, Brian 2nd; vote: unanimous; so moved.
4	<ul style="list-style-type: none"> • Financial report presented by Secretary – Jose Beltran
5	<ul style="list-style-type: none"> • Old Business presented by Manager Charles Brown - See below for details
6	<ul style="list-style-type: none"> • New Business presented by Manager Charles Brown – See below for details
7	<ul style="list-style-type: none"> • Meeting Adjourned – 7:03 p.m.
	<u>FINANCIAL REPORT / MANAGEMENT REPORT</u>
	<ul style="list-style-type: none"> • Operating Account: \$88,155.56 • Reserve Balance: \$198,440.12 • Account Receivable: \$10,395.00 • In Collections: \$137,730.52

UNFINISHED BUSINESS: ACTION ITEMS

Topic Number	Description of action items	Tabled	Pending Meeting Date	Completed
1	Water Use Memorandum		1/20/14	
2	Flood Insurance		1/20/14	

Status values: **New, Open, Pending** and **Completed**.

New Business: Action Items

Topic Number	Description of action items	Tabled	Pending Meeting Date	Completed
1	Swift will draft a letter to be sent to the owners and residents regarding water usage.		11/14/13	
2	Swift will check the documents regarding Flood Insurance and confirm if the association can drop it or not.		11/14/13	
3	The board is requesting for Swift to send unit 4106 to the attorney and provide a follow up regarding 20201 on the delinquency report.		1/20/14	
4	Kristin and her neighbor have bubbles on front door. Swift will call Mickey the painter regarding this concern.		1/20/14	
5	The board is requesting for Swift to send the proposed budget to the board in August to review and approved before mailing out.		1/20/14	