

East Lake Cove Homeowners Association, Inc.

Date: Wednesday, December 12, 2012 Time: 7:00 P.M.

Location: Narcoossee Middle School Library, 2700 N. Narcoossee Road, St. Cloud, FL 34771

Board of Directors Meeting Minutes

Attendance: Craig Bryan, Vida Ricketts, Thomas Bartlett, Toni Johnson, Jeff Clarke, Michael Laster, LCAM from World of Homes and Jorge Miranda LCAM, and Neil McCulloh from the Law Offices of Clayton & McCulloh.

Absent: Frank Bermudez and Brad Danker

Members: Other members noted on the sign in sheet.

1. **Certify a Quorum:** A quorum was achieved with five of the seven Board Members present in person.
2. **Call to Order:** Mr. Bryan called the meeting to order at 8:04 P.M.
3. **Proof of Notice:** Ms. Laster verified that the notice of the meeting was mailed / posted in accordance with Florida Statutes and the Association Documents.
4. **Approval of Prior Meeting Minutes:** Mr. Bartlett motioned to approve the minutes of the October 17th, 2012 Board Meeting, seconded by Ms. Johnson. All were in favor and the minutes were approved. 5:0
5. **New Business:**
 - i. **Appointment of Officers:** Mr. Bartlett motioned to appoint Mr. Danker to board President. Seconded by Ms. Johnson. All were in favor and the motion carried. 5:0. Mr. Bartlett motioned to appoint Mrs. Johnson to Secretary/Treasurer. Seconded by Mr. Bryan. All were in favor and the motion carried. 5:0. Mr. Bartlett motioned to keep all other board positions the same while appointing Mr. Clarke to Director. Mrs. Ricketts seconded the motion. All were in favor, and the motion carried. 5:0
 - ii. **Establishment of Official Records Review Policy:** Mr. Bartlett motioned to approve the preparation of an Official Records Review Policy as recommended by Attorney Mr. Klumm. Mrs. Johnson seconded the motion. All were in favor and the motion carried. 5:0
 - iii. **Main Entrance Beautification:** Board discussed the expansion of irrigation within the center entrance island. Main entrance will be prepared for beautification and budget number expense for next meeting.
8. **Open Discussion:**
 - i. **Beautification Committee:** Mr. Clarke motioned to appoint Mrs. Clarke to the beautification committee. Seconded by Mr. Bartlett, all in favor motion carried. 5:0 Mr. Bartlett motioned to appoint Mrs. Danker and Mrs. Fogg to the beautification committee. Mr. Bryan seconded the motion, all were in favor and the motion carried. 5:0
 - ii. **Sidewalk Repair:** The board was provided estimates for sidewalk removal and replacement. The board was informed that certain vendors recommended grinding certain areas in lieu of removal. World of Homes recommended the proposal from All County in the amount of \$1957.00.

Mrs. Johnson motioned to approve the cost of \$1957 to repair the unlevelled sidewalks. Mr. Bryan seconded the motion. All were in favor and the motion carried. 5:0

- iii. **Trash Can Relocation:** The board discussed installing additional trash cans for the tennis court. Mr. Bartlett motioned to relocate one of the newly installed trash cans from the volleyball court to the South entrance to the tennis court. Mrs. Johnson seconded the motion. All were in favor and the motion carried. 5:0

9. **Next Scheduled Meeting:** February 20th, 2013

10. **Adjournment:** Mr. Bartlett motioned to adjourn at 8:25 P.M., seconded by Mr. Bryan. All were in favor and the meeting was adjourned. 5:0

Minutes Approved By: _____ **Date:** _____

Action Items

1. Schedule the trash can relocation.
2. Schedule the Lake Pump enclosure repair.
3. Schedule sidewalk repairs.
4. Schedule Main Entrance Irrigation completion.
5. Schedule 2013 Meeting dates for Narcoossee Community Center.
6. Association attorney to generate a Document Review Policy for board review.