**Pastelle POA, Inc. / The Oaks**

**Board of Directors Meeting Minutes**

**January 23, 2014 7:15 PM**

**Bethel Lutheran Church, 7905 SE Federal Hwy**

**Hobe Sound, FL 33455**

1. **Determination of Quorum:**

Brandon Woodward, President present Steve Marcketta, Treasurer present

Jason Metzger, Vice President present JP Fougeron, Director present

Joanne Snyder, Secretary present John Kantor, Director present

Also present were Leanne Borner, LCAM and Suzie Butler from Coastal Community Association Management.

The meeting was called to order by Brandon Woodward at 7:15 PM

1. **Approval of Minutes:**

**A motion was made to approve the minutes from the October 29, 2013 meeting as presented. The motion was seconded by Steve Marcketta. The motion was approved unanimously.**

**A motion was made by JoAnn Snyder to approve the minutes form the November 20, 2013 meeting as presented. The motion was seconded by Jason Metzger. The motion was approved unanimously.**

1. **Financials**

The financial report was tabled until the February meeting as Steve Marcketta had not had a chance to review them prior to the meeting.

1. **Open Members Comments:**
2. The owner of 7655 Heritage wanted to know how many of the homes were delinquent. 21 out of 240.
3. **Committee Reports:**
4. **Financial committee**: Steve Marcketta will report at the next meeting**.**
5. **Landscape committee:** JP Fougeron reported, that Valley Crest was in the process of submitting a proposal for the mulch for common areas.

The pool area will be closed from time to time to allow for the planting of trees, to work on the deck, re-strap furniture and to install new electric heaters for the pool and spa. The landscape in the pool area is being done by Valley Crest at no cost to the association.

1. **Social committee:**

Jo Ann Snyder did not have a report at this time but will be looking into having another community garage sale.

1. **Unfinished Business:**
2. The Board is looking into other options for a cable provider. It takes a 75% vote by the members to brake the cable contract. Comcast is up in 2016. The Board instructed Leanne Borner to send a certified letter to Comcast not to automatically renew the contract in 2016. There was a suggestion made to send a survey out to the community to get their feelings on this.
3. **A motion was made by Brandon Woodward to accept the proposal from Bartlett Brothers, for $900 a year to do maintenance on the gates. The motion was seconded by Steve Marcketta. The motion was approved unanimously.**
4. **A motion was made by Jason Metzger to accept the proposal from Fred Dulas to do the audit for the association for $2,850 and the tax return for $200.**

**The motion was seconded by John Kantor. The motion was approved unanimously.**

1. **A motion was made by Brandon Woodard to increase the fee for both the lease and sales applications to $150 and to require a background check and an interview. The motion was seconded by Steve Marcketta. The motion was approved unanimously.** There was some discussion regarding a damage deposit for rentals but in order to do that they would need to amend their documents.
2. The board would like a new code put in the gate system to go out in a letter.
3. **New Business:**
4. **A motion was made by Brandon Woodward to accept the proposal from Surfside Rockscapes to replace the pool and spa heaters with new electric heaters for a cost of $12,800. The motion was seconded by JoAnn Snyder. The motion was approved unanimously.**
5. **A motion was made by Brandon Woodward to accept the proposals from Surfside Rockscapes for the deck work for a total of $2,675. The motion was seconded by JoAnn Snyder. The motion was approved unanimously.**
6. The Board discussed sending out a quarterly newsletter.
7. **A motion was made by Brandon Woodward to forgive late fees under $50, for 8 owners that were over 90 days for one time only. The motion was seconded by Steve Marcketta. The motion was approved unanimously.**
8. **Adjournment:**

**A motion was made by JP Fougeron to adjourn the meeting. The motion was seconded by Jason Metzger. The motion was approved unanimously. Meeting adjourned at 7:51 pm.**