

**PINWOOD VILLAGE CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, December 20, 2016**

CALL TO ORDER

President Bob Surbeck called the meeting to order at 7:00 pm. Bob asked that we all take a moment of silence to remember Dominic Cerbone.

ROLL CALL

Kathie Sheridan, Secretary, read the roll call for this meeting. Other Board members present were Pam Sherock, Member at Large, Lori Battaglia, Member at Large, Jeff Chase, Member at Large, Bill McNeil, Treasurer, Bob Surbeck, President, and Charlie Lopipero, Vice President. Also attending was Phil Colettis from Ameri-Tech. and 19 Pinewood resident owners.

SIGNS

Bob introduced Joe D from Sign Source. He spoke to the Community on signs available to replace the Pinewood signs in front. He brought a couple to demonstrate what was available and they were passed around for all to see. Clearwater is a tough town when it comes to signage and we will have to make sure that we are in compliance. The Board will discuss and advise Joe.

APPROVAL OF MINUTES OF October 20th, 2016 BOARD MEETING

The minutes of the Board Meeting of October 20th, 2016 have been submitted to the Board. A motion for approval was made by Jeff and seconded by Bill. All approved and the minutes were approved as corrected. Please see Owner's Comments, Part C.

The Special Meeting to approve the Budget - Jeff made a motion to accept, Bill seconded and all approved.

The Organizational Meeting - Kathie made a motion to approve, Bill seconded and all approved.

CORRESPONDENCE/OWNERS COMMENTS ON TODAY'S AGENDA ITEMS

Bob advised he had received no correspondence.

FINANCIAL REPORT

The Treasurers' December, 2016 summary report was read by Bill M. Approval of the report was motioned by Bob, seconded by Charlie and was unanimously approved. A copy of the report is attached....

MANAGERS REPORT

a. In Gee's absence he sent us a copy of his report. The new Landscaping company will start at the beginning of the year. He does recommend we include the leaf pick up. The report is attached. Bob made a motion to accept the Manager's report, Bill seconded and all approved.

PRESIDENTS REPORT AND COMMITTEE APPOINTMENTS

See Attached

COMMITTEE REPORTS

Building & Grounds:

a. A motion was made by Bill NOT to have the leaf pick up included. It was seconded by Jeff and all approved.

b. Walkway Painting The owners in Building 1 will be starting this coming week.

c. Unit Storage & Doors Work is ongoing.

SOCIAL COMMITTEE

a. Charmaine read the Social Committee report and it is attached. Bob read his financial report for the social committee. Please also see attached. Jeff made a motion to accept the financial portion of the Social Committee. Seconded by Bill and was accepted by all.

SALES & RENTALS

a. Charlie read the interview/Committee report and it is attached. This also shows our new Logo. He would also like to make a motion to waive the background check on Sandy Tenny and Bill McCartney as they are prior residents. Charlie has a copy of Sandy's check and license. Bob made a motion to accept, It was seconded by Kathie and approved by all.

OLD BUSINESS

a. STOP SIGN - Should be arriving this week. We have the post and that will be installed shortly.

b. FRONT ENTRANCE SIGN - Bob appointed a committee of himself, Jim and Bill to work out the design and details and when completed, they will submit to the Board for approval.

NEW BUSINESS

a. 2017 DIRECTORIES: Pam made contact with Stephanie Hanks and she has graciously accepted to print our 2017 Pinewood Directories. Please advise the Board of any new/different information. Bob and Charlie will speak to Stephanie about perhaps changing the format. We will have the announcement of any changes showing on our TV channel.

b. Revised Forms and Community Logo: Charlie has re-done most of Pinewood's forms and they will be available to the Board on the computer here. He has also devised a reference guide with magnets to attach to the fridge and this will be given out to any new owners. Bob made a motion to accept the reference guide and all new forms - Bill seconded and all accepted.

OWNERS COMMENTS:

a. Jim Knapp asked Charlie to speak on how they are working with a tech to update our computer for the website.

b. Linda Woodhouse said the signs at Sunset were quite nice and she also has information on a directory website we may be able to use.

c. Jaye requested having a Memorial Gathering or Celebration of Life at the Pinewood Clubhouse January 10, 2017 for two prior owners that passed away, Lillian Quinn and Joe Klosterman, after a Mass in their Memory at Church of Christ Catholic Church. Scheduled for 8:30 Mass. Pinewood Village owners are welcome. The Clubhouse cannot be rented at that time.

BOARD COMMENTS:

Bill thanked everyone that helped putting up decorations, the pot luck and bingo. He advised he re-worked the cork board at the mail boxes. If anyone wishes to post something there, just contact Bob.

Bob stated that the Clubhouse will not be rented at this time until the liability situation is discussed with our Attorney.

The Board will be putting together a booklet showing viable vendors in our area and it will be kept on the table in the Clubhouse.

MANAGEMENT DISCUSSION

Bob read off the new committees and the people that will be working on each. See attached.

ADJOURNMENT

A motion for adjournment was made by Jeff, seconded by Bill and unanimously approved at 8:15 pm.

NEXT MEETING: The next Board meeting will be held at 7:00 pm on Tuesday, January 17, 2017.