

APPROVED NOVEMBER 16, 2018

**Carillon Beach Association
115 Market Street – Suite 212
Carillon Beach FL 32413**

Minutes of Board of Directors Meeting

August 23, 2018

**Held at 115 Carillon Market Street, Suite 212
Carillon Beach FL 32413**

Call to order: The meeting was called to order by Tom Clark, Board President, at 8:17 am.

- 1. Call of Roll, Establishment of Quorum**
Tom Clark, Rich Coad, Steve Nail and Peter Kircher were present in person; Gary Smith was present by speakerphone. With all Board members present, a quorum was established. Also present in person were Rob Braniff/HOA Manager, Nicole Fendley/Administrative Assistant and three owners.
- 2. Proof of Due Notice of Meeting**
R. Braniff presented notarized affirmation that the meeting Notice was posted according to Florida Statutes.
- 3. Approval of Meetings' Minutes**
P. Kircher made a motion to waive the reading of the Minutes of the meetings of July 7, 2018 and August 17, 2018 and to accept them. The motion was seconded by R. Coad, and it passed unanimously.
- 4. H/R Handbook / Policy & Procedures**
S. Nail presented a draft of the Employee Handbook. After reviewed by Legal Counsel to assure no discrepancies with current staffing company's handbook, BOD will review findings at next meeting.
- 5. Reclassification of Geotech Stormwater Report and Gravel Project Expenses**
P. Kircher made a motion to reclassify Stormwater Report expenses and Gravel Project expenses which were paid out of Operating Funds, and transfer \$58,345 from Reserves to reimburse operating funds. The motion was seconded by R. Coad and passed unanimously.
- 6. President's Report: T. Clark – Meeting structure, review and status of Board and Staff management.**

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7. **Financial Report:** P. Kircher – fiscal budget review and year end projection.
8. **DRB:** R. Coad – Processes of design review and compliance issues.
9. **Flood Prevention and Mitigation Plan Status:** G. Smith - Road repaving project.
10. **Hospitality and Landscaping:** S. Nail - Review of Landscape Maintenance provided by Green Earth.
11. **Manager's Report:** R. Braniff – ACH Payment implementation and processing, office systems, property patrol, improvements and upgrades to common areas.
12. The Board went into Executive Session at 11:00 am for discussion regarding maintenance staffing.

S. Nail made a motion to increase the current Maintenance Contract by \$30,000 for the months of August through December 2018, to reflect current scope of work and costs associated, to be paid at \$6,000 per month. The motion was seconded by R. Coad and passed unanimously.
13. The Board returned to Regular Session at 12:23 pm.
14. Date of the next Board Meeting is tentatively Thursday, October 18, 2018.
15. The Meeting was adjourned at 12:33 pm.