PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Budget Meeting
September 24, 2010
704 Pinewood Dr. . – Davenport, FL 33896

I. **CALL TO ORDER:**
Pinewood Estates' Homeowners Association Budget meeting was called to order at 7:00 PM by Community Association Manager Maggie Nogueiras.

II. **PROOF OF NOTICE:**
Sign was posted, packet delivered to board members.

III. **QUORUM:**
Those present were Earl Hartman and Yvete Edmonds; also attending John Edmonds and Sharon Hartman; Maggie Nogueiras representing Sentry Management, Those present constituted a quorum.

IV. **2011 BUDGET**:
After making some changes, President Earl Hartman made a **MOTION** to approve the 2011 budget, seconded by Yvette Edmonds Vice-President. All in favor motion carried.

V **NEW BUSINESS:**
a) Due to Secretary Rose Little's resignation, President Earl Hartman made a motion to appoint Richard Harrison to occupy the empty seat, seconded by V.P. Yvette Edmonds, all in favor, motion passed.

b) The Board made a request to have all future Board Meetings, the first Tuesday of each month.

c) President Earl Hartman made a motion to give US Lawn a thirty days termination letter, and to hire Royce Andrews as the new Landscaping Maintenance person.

d) President Earl Hartman made a motion to appoint V.P. Yvette Edmonds to be the ARB Chairman, this motion was accepted in unanimous vote.

VI **NEXT BOARD MEETING:** November 2nd, 2010 at 7:00 pm

VII **ADJOURNMENT:**

President Earl Hartman made a motion to adjourn the Budget meeting at 7:53 pm, seconded by V.P Yvette Edmonds. The vote was unanimous in favor to adjourn.

Respectfully submitted,

Maggie Nogueiras

Maggie Nogueiras, LCAM
Association Manager

Adopted:_____

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
704 Pinewood Dr., Davenport, Fl 33896
September 07. 2010
7:00 pm

I QUORUM:
Quorum was met, by two board members: Yvette Edmonds, Vice President and Earl Hartman, President over the phone.

II CALL TO ORDER
Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:02 pm.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, forty eight hours prior.

IV MINUTES:
MOTION to adopt the previous minute, was tabled for the next meeting.

V OLD BUSINESS:
Management was instructed to keep following up on the front entrance sign's progress, and make sure the electrical wiring is all fixed.

VI NEW BUSINESS:

A) Management was instructed to provide Board Members with an update Status on legal foreclosures.

B) Management was instructed to send letter to those owners that don't keep lawns' maintenance. US Lawn will be instructed to maintain their lawns at their expense.

C) Yvette Edmonds made a motion to authorize John to fix the picnic tables along with two other homeowners: Mr. Gruman and Mr. Quattro, motion was seconded by Earl Hartman, motion passed unanimously.

D) Yvette Edmonds will be working on a newsletter.

E) Proposed budget was discuss, and will be approved on the next meeting.

F) The following issues were tabled for the next meeting:

1) New Board Member, due to resignation received from Rose Little
2) New lawn service contractor, Board has received three estimates from three different companies.

VII ESTABLISH DATE OF NEXT MEETING:

Next meeting will be the Budget Meeting, on September 24, 2010.

VIII ADJOURNMENT:

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:02 p.m.

Respectfully submitted,

Adopted:_____

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
May 11. 2010
7:00 pm

I QUORUM:

Due to President Donald Donahue's resignation, Yvette Edmonds was appointed by Earl Hartman to occupy the empty seat, Mr. Hartman made a motion and it was seconded by Rose Little. All in favor, motion passed.

Quorum was established, Rose Little and Yvette Edmonds were present, five other homeowners were also present.

II CALL TO ORDER

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:02 pm.

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, forty eight hours prior.

IV MINUTES:

MOTION to adopt the previous minute was made by Rose Little with the correction on paragraph VI-E as follows: Donald Donahue made a motion to accept Barber's and Lake Doctor's contract, and direct Earl Hartman to authorize Barber to perform additional work to level the bottom of the pond, as needed. This MOTION was seconded by Yvette Edmonds, all in favor, motion passed unanimously.

V OLD BUSINESS:

Sign – Management was instructed to make an appointment with Barfield Fence and Wall to meet with Rose and Yvette.

VI NEW BUSINESS:

A) Management will provide The Board Members with the irrigation's Proposals, as received.

B) ARB application for 326 Pinewood Dr. This application for synthetic grass was denied, MOTION was made by Yvette Edmonds, seconded by Rose Little, all in favor, motion passed. Owners were present.

C) Contract for quarterly maintenance from The Lake Doctor, was signed by Rose Little.

D) Management was instructed to scan future ARB applications to all Board Members.

E) Reorganization of the Board Members as follows:

President	Earl Hartman	3 years
VP	Yvette Edmonds	2 years
Secr./Treas.	Rose Little	1 year

VII ESTABLISH DATE OF NEXT MEETING:

To be determined – Rose Little will be on vacation for six weeks

VIII ADJOURNMENT:

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:20 p.m.

Respectfully submitted,

Adopted:_____

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
April 1st. 2010

I QUORUM:
Present constituting a quorum were: Don Donahue President, Earl Hartman VP, Rose Little Secretary-Treasurer and two homeowners. Also present was Maggie Nogueiras representing Sentry Management.

II CALL TO ORDER
Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:05 pm.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, forty eight hours prior...

IV MINUTES:
The December 1st, 2009 Board Meeting and the Organizational Minutes from Feb. 25th, 2010 were reviewed, MOTION to adopt both was made by Rose Little, seconded by Don Donahue, all in favor, motion passed unanimously.

V OLD BUSINESS:
Once the pond's project is completely finished, The Board Members will move to work on the front entrance sign's project, and right after this one project is completely finished, the common areas along with the irrigation system will be fixed or replaced.

VI NEW BUSINESS:
A) Management was instructed to purchase another pick up after your dog sign. This sign will be placed close to 105 Bayhead St.

B) Management was instructed to get in touch with City of Polk County To clean the streets.

C) A baby alligator was located at the pond, when it reaches four feet Long, Mr. Donahue will let Management knows, so Alligator Hot Line can trap and remove it.

D) Management will provide The Board Members with the irrigation's

Contract from US Lawn Landscaping
E) Donald Donahue made a motion to accept Barber's contract, as well as Lake Doctor's contracts, seconded by Rose Little, all in favor motion passed.

VII ESTABLISH DATE OF NEXT MEETING:
May 11, 2010 at 7:00 pm., at 145 Bayhead St.

VIII ADJOURNMENT:
No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:10 p.m.

Respectfully submitted,

Adopted: 5-11-10

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD COUNTRY ESTATES HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEETING - MINUTES

February 25, 2010

1.- Meeting was called to order at 7:18 pm by Community Manager Maggie Nogueiras.

2.- Quorum was established sixteen proxies and ten homeowners were present.

3.- Proof of Notice affidavit was showed to everybody.

4. - No previous annual minutes were available since quorum was not established.

5.- Old business – none at this time

6.- New business:
a) Nomination from the floor : Donald Donohue
Earl Hartman
Richard Harrison
b) Appoint Tellers: Yvette Edmonds and Carole Kingham

7.- Result of election: Donald Donohue and Earl Hartman

8.- Don motion to adjourn the meeting, seconded by Richard, meeting was adjourned by unanimously vote at 7:38 pm

Respectfully Submitted:

Maggie

Maggie Nogueiras LCAM
Community Association Manager

Adopted:_____

ORGANIZATIONAL MEETING following the annual meeting
February 25, 2010 at 7:45 PM

1) Quorum was established, board members were present.
2) Meeting was called to order at 7:45 pm
3) New Business: Don Donahue - President
   Earl Hartman - Vice President
   Rose Little - Secret./Treasurer

Richard Harrison was appointed by Don Donohue to be the ARB Chairman, seconded by Rose Little, all in favor, motion passed.

4.- Old Business:

- Contracts by E.A.Barber and Lake Doctor to clean the pond, Motion to accept these contracts to clean the pond was made by Don, seconded by Rose, all in favor, motion passed.
- Management was asked to purchase: 2 clean after your dog signs and 1 speed limit sign.
- Management was asked to find an attorney's name and number that deals with liabilities and easements, also to check on US lawn contract's term.

5.- Motion to dismiss meeting was made by Rose at 8:10 pm and seconded by Don. All in favor, motion passed.

Maggie

Respectfully submitted
Maggie Nogueiras

Adopted:_____

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
December 1. 2009

I... CALL TO ORDER
Maggie Nogueiras, Representing Sentry Management called the meeting to order at 7:00 pm

II QUORUM:
Rose Little Secretary; Leslie Barthatkov President were present, also five homeowners were present those present established a quorum. Also present was Maggie Nogueiras represented Sentry Management

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, forty eight hours prior...

IV MINUTES:
Minutes August 25th, 2009 were reviewed. Rose little made a motion to approve the minutes as written, Leslie Barthatkov seconded, motion passed unanimously.

V OLD BUSINESS:
None were discussed at this meeting.

VI NEW BUSINESS:
A) Pressure cleaning proposal from G and G Maintenance Serv., will be tabled until sign project is finished.

B) Management was instructed to request monthly service on 129 Wall St. From US Lawn until property, which it is on foreclosure, is sold.

C) Front entrance sign: Bill Walker from the firm Barfield Fence and Wall, made a presentation on the different elevations The Board of Directors might choose from. The Board made a decision on one elevation, and Mr. Walker will email us with the price on stone and also on brick, so The Board of Directors can make their final decision.

D) Management was instructed to send a letter to 204 Pinewood about the Basket Ball Hoop; this one should be put away at night time.

E) Management was instructed to get an estimate on landscaping at the front of the new sign and also to continue the fence.

VII ESTABLISH DATE OF NEXT MEETING:

Next meeting will be January 5, 2010

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:05 p.m.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 4-1-10

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Budget Meeting
September 15, 2009
105 Bayhead St. – Davenport, FL 33896

I. **CALL TO ORDER:**
Pinewood Estates' Homeowners Association Budget meeting was called to order at 7:09 PM by Community Association Manager Maggie Nogueiras.

II. **PROOF OF NOTICE:**
Affidavit was read into the minutes by Maggie Nogueiras. Notice of the budget meeting were mailed to the address last furnished to the Association to every single homeowner on September 1, 2009.

III. **QUORUM:**
Those present were Leslie Barhatkov and Rose Little; also attending was Maggie Nogueiras representing Sentry Management, and five homeowners Those present constituted a quorum.

IV. **2010 BUDGET**:
President Leslie Barhatkov made a **MOTION** to approve the 2010 budget, seconded by Rose Little Vice-President. All in favor motion carried.

V. **ADJOURNMENT:**
President Leslie Barhatkov made a **MOTION** to adjourn the Budget meeting at 8:10 pm, seconded by V.P. Rose Little. The vote was unanimous in favor to adjourn.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
August 25th. 2009

I... CALL TO ORDER
Maggie Nogueiras, Representing Sentry Management called the meeting to order at 7:12 pm

II QUORUM:
Rose Little Secretary; Leslie Barthatkov President were present, Joe Taylor was absent, also four homeowners were present those present established a quorum. Also present was Maggie Nogueiras represented Sentry Management

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:
Minutes March 24, 2009 were reviewed. Rose Little made a motion to approve the minutes as written, Leslie Barthatkov seconded, motion passed unanimously.

V OLD BUSINESS:
None were discussed at this meeting.

VI NEW BUSINESS:

A) Management was instructed to organize the budget meeting for 2010.

B) Management was instructed to request from Barfield Fence & Wall, new drawings, just on the side the actual sign is located.

C) Management was instructed to replace the "deed restricted community sign" that someone broke off.

VII ESTABLISH DATE OF NEXT MEETING:
Budget Meeting will be held at 145 Bayhead St, on September 15th, 2009 at 7:00 pm.. All owners will be notified via mail

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:ll p.m.

Respectfully submitted,

Adopted:_____

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
March 24th. 2009

I... CALL TO ORDER

Maggie Nogueiras, Representing Sentry Management called the meeting to order at 7:00 pm

II QUORUM:

Joe Taylor Vice President, Rose Little Secretary; Leslie Barthatkov was absent, also one homeowner was present those present established a quorum. Also present was Maggie Nogueiras represented Sentry Management

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:

Minutes from October 27, 2008 were reviewed. Joe Taylor made a motion to approve the minutes as written, Leslie Barthatkov seconded, motion passed unanimously.

V OLD BUSINESS:

None were discussed at this meeting.

VI NEW BUSINESS:

A) Management was instructed to discontinue the Treasurer Report, motion was made by Joe Taylor and seconded by Rose Little, all in favor, motion passed.

B) Motion was made by Joe Taylor to accept Barfield Fence and Walls, Inc. proposal to work on the new entrance's sign, seconded by Rose Little; all in favor, motion passed

C) Management was instructed to get someone knowledge in sprinkler's system to give us an estimate.

D) Management was instructed to find out how to improve the mail boxes' system.

PINEWOOD COUNTRY ESTATES HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEETING
February 12th, 2009

MINUTES

1. A quorum was not established. We received in the mail, thirteen proxies and seven homeowners were present at the meeting, total of 20 homeowners.

We needed 26 presents/proxies to establish a quorum.

2.- The same board members: Leslie Barhatkov, Joseph Taylor and Rose Little will roll over for another year.

3.- This Annual Meeting was the second intent for the year 2008, the first intent was on December 8, 2008 without any success. Motion to dismiss the meeting was made by Joe Taylor at 7:50 PM, seconded by Rose Little, all in favor, meeting dismissed.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
105 Bayhead St., Davenport, Fl 33896
October 27th. 2008

I... CALL TO ORDER

Maggie Nogueiras, Representing Sentry Management called the meeting to order at 7:06 pm

II QUORUM:

Leslie Barthatkov President, Joe Taylor Vice President, Rose Little Secretary; those present established a quorum. Also present was Maggie Nogueiras represented Sentry Management

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:

Minutes from August 25, 2008 were reviewed. Joe Taylor made a motion to approve the minutes as written, Leslie Barthatkov seconded, motion passed unanimously.

V OLD BUSINESS:

None were discussed at this meeting.

VI NEW BUSINESS:

A) In spite of Management's advise not to purchase any speed bumps since the streets do not belong to the Association, Management was instructed to purchase four speed bumps – 6 feet each and these will be delivered to Joe Taylor's house. Motion to purchase the speed bumps was made by President Leslie Barthatkov and seconded by Rose Little. All in favor, motion passed.

B) Management was instructed to send violation letters to the following owners:

- 602 Pinewood Dr.- A garage's window is missing
- 204 Pinewood Dr.- They park 7 cars, also they keep doing mechanic work

C) Annual Meeting will be December 8, 2008.

VII ESTABLISH DATE OF NEXT MEETING:

Dec. 8, 2008 at 7:00 pm., at 145 Bayhead St.

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:05 p.m.

Respectfully submitted,

Adopted: 3-24-9

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Budget Meeting

September 30, 2008

I. **CALL TO ORDER:**

Pinewood Estates' Homeowners Association Budget meeting was called to order at 7:04 PM by Community Association Manager Maggie Nogueiras.

II. **PROOF OF NOTICE:**

Affidavit was read into the minutes by Maggie Nogueiras. Notice of the budget meeting were mailed to the address last furnished to the Association to every single homeowner on September 8, 2008.

III. **QUORUM:**

Those present were Leslie Barhatkov , Joseph Taylor and Rose Little also attending was Maggie Nogueiras representing Sentry Management, and one homeowner. Those present constituted a quorum.

IV. **2008 BUDGET**:

Joe Taylor Vice-President, made a **MOTION** to approve the 2009 budget, seconded by Leslie Barhatkow, President. All in favor motion carried.

V. **ADJOURNMENT:**

President Leslie Barhatkow made a **MOTION** to adjourn the Budget meeting at 7:50 pm, seconded by Secretary Rose Little. The vote was unanimous to adjourn. All in favor motion carried.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

105 Bayhead St., Davenport, Fl 33896

August 25st. 2008

I... CALL TO ORDER

Maggie Nogueiras, Representing Sentry Managment called the meeting to order at 7:10 pm

II QUORUM:

Leslie Barthatkov President, Joe Taylor Vice President, established a quorum. Maggie Nogueiras represented Sentry Management Four homeowners were also present:

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:

Minutes from July 18th, 2008 were reviewed. Joe Taylor made a motion to approve the minutes as written, Leslie Barthatkov seconded, motion passed unanimously.

V OLD BUSINESS:

None were discussed at this meeting.

VI NEW BUSINESS:

A) President Leslie Barthatkov made a motion to appoint Rose Little for the position of Secretary, VP Joe Taylor seconded the motion, All in favor, motion passed.

B) President Leslie Barthatkov made a motion to appoint Don Donnahue to be the Chairperson for the ARB Committee, seconded by VP Joe Taylor, all in favor, motion passed.

C) Management review the proposed budget with the board, all is ready for the budget meeting.

D) For the next board meeting, management was instructed to invite the two sign companies that will provide us with an estimate.

VII ESTABLISH DATE OF NEXT MEETING:

September 30th, 2008 at 6:00 pm., at 105 Bayhead

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:15 p.m.

Respectfully submitted,

Adopted: 10-27-08

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
154 Bayhead St., Davenport, Fl 33896
July 28st. 2008

I... CALL TO ORDER

Jeff Berthiaume called the meeting to order at 7:10 pm

II QUORUM:

Jeff Berthiaume President, Joe Taylor Secretary, established a quorum. Maggie Nogueiras represented Sentry Management Leslie Barthatkov, was absent this time. Two homeowners were also present: Mr. and Mrs. Hollamby and Mr. and Mrs. Donahue.

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:

Minutes from June 30th, 2008 were reviewed. Joe Taylor made a motion to approve the minutes as written, Jeff Berthiaume seconded, motion passed unanimously.

V OLD BUSINESS:

A) Blue house's owner, Timothy and Carole Hollamby. Owners were present, Mr. Berthiaume made a motion to approve a lighter blue color, Mr. Taylor seconded it, all in favor, motion passed. ARB application was approved.

VI NEW BUSINESS:

A) Owner at 111 Pinewood, Mr. Donahue came up with some complaints such as:

a) The swimming pool behind his house is black and full of mosquitoes, same the one next door. Both are empty houses.
b) No lighting at all at the entrance sign.
c) One construction sign on the ground
d) The white welcome sign at the entrance, right side is lower than the left side
e) Grass is growing on the roads by the drainage
f) Dirt on the runoff

B) The two board members were rudely confronted by owner at 111 Pinewood, and President Jeff Berthiaume decided to resign to his position as of tonight.

August 25th

VII ESTABLISH DATE OF NEXT MEETING:
August ~~18th~~, 2008 at 7:00 pm., place TBD.

VIII ADJOURNMENT:
No further business at this point; Meeting was adjourned by unanimous voice vote at 8:15 p.m.

Respectfully submitted,

Adopted: 8/25/08

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

154 Bayhead St., Davenport, Fl 33896

June 30th. 2008

I... CALL TO ORDER

Jeff Berthiaume called the meeting to order at 7:02 pm

II QUORUM:

Jeff Berthiaume, Joe Taylor and one homeowner established a quorum. Maggie Nogueiras represented Sentry Management Leslie Barthatkov, was absent this time.

III. PROOF OF NOTICE:

The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:

Minutes from May 19th, 2008 were reviewed. Joe Taylor made a motion to approve the minutes as written, Jeff Berthiaume seconded; motion passed unanimously.

V OLD BUSINESS:

A) Blue house's owner, the new colors presented by them, has been rejected one more time for being too dark. Management was instructed to send a letter to these owners, and copy to the attorneys.

B) Yellow house's owner, the letter they sent for an extension until January 2009 to repaint the house, was not accepted by The Board. The Board has decided to keep the dead line of August 2nd, 2008. Management will send a letter to them with copy to the attorneys.

C) Doug Gable from Polk County Transportation sent an agreement form to be signed by the board members. Management was instructed to send this agreement along with a letter.

VI ESTABLISHES DATE OF NEXT MEETING:

July 28th, 2008 at 7:00 pm. - At154 Bayhead St.

I ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:00 p.m.

Respectfully submitted,

Adopted: 7-28-08

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
154 Bayhead St., Davenport, Fl 33896
May 19st. 2008

I... CALL TO ORDER
Jeff Berthiaume called the meeting to order at 7:10 pm

II QUORUM:
Jeff Berthiaume, Leslie Barthatkov, and one homeowner established a quorum. Maggie Nogueiras represented Sentry Management Joe Taylor, was absent this time.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:
Minutes from April 21th, 2008 were reviewed. Leslie Barthatkov made a motion to approve the minutes as written, Jeff Berthiaume seconded; motion passed unanimously.

V OLD BUSINESS:
A) Blue house's owner. A letter was sent to the attorneys to resolve this matter once and for all.

B) Jeff is inclined to think the loud noise that is coming from 162 Pinewood , it is really coming from pool heater

C) Management is meeting with Todd Gable from Polk County Transportation office tomorrow at 10:30 am to discuss the damages done by the construction company at the entrance of the community, those damages are:

a) irrigation
b) lights
c) cracks on the wall

VII ESTABLISH DATE OF NEXT MEETING:
June 30th, 2008 at 7:00 pm. - At154 Bayhead St.

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:00 p.m.

Respectfully submitted,

Adopted: 6-30-8

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
154 Bayhead St., Davenport, Fl 33896
April 21st. 2008

I... CALL TO ORDER
Jeff Berthiaume called the meeting to order at 7:10 pm

II QUORUM:
Jeff Berthiaume, Joe Taylor, Leslie Barthatkov, and four other homeowners established a quorum. Maggie Nogueiras represented Sentry Management.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:
Minutes from March 17th, 2008 were reviewed. Leslie Barthatkov made a motion to approve the minutes as written, Jeff Berthiaume seconded; motion passed unanimously.

V OLD BUSINESS:
A) Yellow house's owner. Will fly from New York on April 24th, 2008 to meet with Management. At the time she will submit the new ARB and the new colors. This house will have to be painted by June 1st, 2008.

B) Blue house's owner. The owner was at the meeting. All colors she submitted were denied by the Board. The Board gave her five days to submit an acceptable color, or the HOA's attorneys will have to intervene as a mediator. This house will have to be painted by June 1st, 2008.

VI NEW BUSINESS:
A) Matt Green, the owner of 172 Pinewood submitted and ARB with the Colors: quiet Veranda and Wimillgton Tan. Those colors were approved by the Board and he will start painting right away. This house will be painted by June 1st, 2008

B) A loud noise is coming from either the A/C or the pool pump from 162 Pinewood Dr., management will let their management company know.

VII ESTABLISH DATE OF NEXT MEETING:

May 19th, 2008 at 7:00 pm. - At154 Bayhead St.

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:00 p.m.

Respectfully submitted,

Adopted: May 19th, 2008

Maggie Nogueiras, LCAM
Community Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
154 Bayhead St., Davenport, Fl 33896
Marc h 17nd. 2008

I.. CALL TO ORDER
Jeff Berthiaume called th meeting to order at 7:00 pm

II QUORUM:
Jeff Berthiaume, Joe Taylor and Leslie Barthatkov established a quorum. Maggie Nogueiras represented Sentry Management.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV MINUTES:
Minutes from February 13th, 2008 were reviewed. Leslie Barthatkov made a motion to approve the minutes as written, Jeff Berthiaume seconded; motion passed unanimously.

V OLD BUSINESS:
A) Yellow house's owner. The owner or the Management Company never replied to the Board's letter to repaint the house. Jeff made a motion to send this case to the attorneys' attention, seconded by Joe. All in favor, motion passed

B) Blue house's owner. The owners reply with a new set of colors, colors where not approved by the Board, therefore owners ought to submit another set of light pastel colors within the next two weeks.

VI NEW BUSINESS:
A) Management will prepare another newsletter by the middle of the summer: In this newsletter The board will inform the homeowners that the exterior color to choose would have to be a light paste color.

B) In the newsletter sent to all homeowners in the month of February, we Requested their opinions on the following subjects:
Play Ground - The majority of the homeowners are not in favor of this project, because the expenses, the liability and also the maintenance.

Speed Bumps - The majority of the homeowners are not in favor of this project, although there are some owners that are in favor, we did not have

enough votes to justify the project. The City of Davenport needs 80% of the homeowners to be in favor in order to go ahead with the project.

C) **Irrigation Estimate** – Management brought an estimate for the front of the property's irrigation system, damaged by the construction crew for the amount of $6,600.00 from US Lawn to be presented to Doug Gable Project Manager for the City of Davenport. Also management will bring an electrician to look into the electrical system by the street sign. Exists the possibility that this system has been also damaged by the construction crew

D) **Blocking the entrance by the lift station** – Management will call Polk County to request some kind of blockage to prevent people parking cars next to the lift station.

VII ESTABLISH DATE OF NEXT MEETING:

April 21, 2008 at 7:00 pm. - at154 Bayhead St.

VIII ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 8:50 p.m.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 4-21-8

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
FEBRUARY 13th. 2008

I. CALL THE MEETING TO ORDER:
Maggie Nogueiras, called the meeting to order at 7:05 pm

II. QUORUM:
Those present were, Jeff Berthiaume, Joe Taylor, three other homeowners, and Maggie Nogueiras representing Sentry Management, Leslie Barthatkov was absent this time.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV. MINUTES:
Minutes for January 22nd, 2007 were reviewed. Joe Taylor made a motion to approve the minutes as written. Jeff Berthiaume seconded; motion passed unanimously.

V. REPORTS:
Manager's report was reviewed.
Financial report was also reviewed.

VI. OLD BUSINESS:
Yellow and blue houses. Letters were sent on 1/23/08, thirty days were given to these owners to reply.

VII. NEW BUSINESS:
a) Newsletter. - was reviewed and board agreed in sending this newsletter to all owners for information purpose.

b) Management informed that US Lawn is working on an estimate in reference to the broken irrigation system by the construction crew at the entrance.

c) Also Mr. Earl Hartman informed the brick wall at the entrance has big cracks due to the construction in that area. Management will look into an estimate to repair the cracks as well. Both estimates will be sent to the Construction Supervisor for reimbursement

d) Joe Taylor informed at the meeting that the school bus speeds through the community all the time. Mr.Taylor is asking management to send a complaint letter to the School Board.

e) Joe Taylor brought the idea of having an irrigation system's map for future reference, and this map should to be requested it from US Lawn. Management will look into that.

IX ESTABLISH DATE OF NEXT MEETING:

Next meeting will be on March 17, 2008.

X ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous Voice vote at 8:10 pm

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 3-17-08

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
JANUARY 22nd. 2008

I. QUORUM:
Jeff Berthiaume, Joe Taylor and Leslie Barthatkov established a quorum. Maggie Nogueiras represented Sentry Management.

II. CALL TO ORDER:
Jeff Berthiaume called the meeting to order at 7:10 p.m.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV. MINUTES:
Minutes from November 28th, 2007 were reviewed. Leslie Barthatkov made a motion to approve the minutes as written, Jeff Berthiaume seconded; motion passed unanimously.

V. Manager's report was reviewed and discussed in details.

VI. OLD BUSINESS:
A) Yellow house's owner. The Board agreed in letting the owner repaints the house again; the color will have to be toned down, and painted professionally. The sprayed shingles will have to be replaced.

B) Blue house's owner. The Board requested a new ARB form submitted within thirty days along with three new paint samples.

VII. NEW BUSINESS:
A) Management will prepare a newsletter informing owners on the following:
- Guidance exterior color chart
- Speed bumps
- Pressure cleaning
- To ask for their email addresses
- Their management companies' names and phone numbers
- Their opinion in having a play ground in the community
- Information on the pond's activities, such as cleaning, inspections, etc
- To remind them an ARB form is needed for any exterior improvement, or exterior painting.

B) The Board of Directors asked Management to request from the City of Davenport Transportation Dept. Another speed limit sign to be placed by Pinewood Dr., between Cypress Landing St. and Wall Ave.

C) The decision was made to place the speed control box by 105 Bayhead Dr. on the Pinewood Dr. side.

IX ESTABLISH DATE OF NEXT MEETING:
February 13, 2008 at 7:00 pm. - 154 Bayhead St.

X ADJOURNMENT:
No further business at this point; Meeting was adjourned by unanimous voice vote at 8:50 p.m.

Respectfully submitted,

Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 2-13-8

PINEWOOD COUNTRY ESTATES HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEETING
December 5th, 2007

MINUTES

1. A quorum was not established. We received in the mail, seven proxies and eight homeowners were present at the meeting, total of 15 homeowners.

We needed 26 presents/proxies to establish a quorum.

2.- The same board members: Jeff Barthaimue and Leslie Barhatkov will roll over for another year. The homeowner Joseph Taylor expressed his interest in be part of the Board.
Mr. Barthaimue and Ms. Barhatkov both agreed to appoint Mr. Taylor as Secretary/Treasurer since that position was empty at the moment

3.- The Board members were not in favor to conduct the annual meeting again at a later date, we dismissed the crowd at 7:50 PM.

Respectfully submitted,

Maggie Nogueiras

Maggie Nogueiras, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
November 28th, 2007

I. QUORUM:
Jeff Berthiaume and Leslie Barthatkov established a quorum. Maggie Nogueiras represented Sentry Management.

II. CALL TO ORDER:
Jeff Berthiaume called the meeting to order at 7:07 p.m.

III. PROOF OF NOTICE:
The meeting notice was posted at the community entrance, and packets were delivered to every board member, twenty four prior...

IV. MINUTES:
Minutes from August 14th, 2007 were reviewed. Leslie Barthatkov made a motion to approve the minutes as written. Jeff Berthiaume seconded; motion passed unanimously

V. Manager's report was reviewed and will be filed with the minutes. Financial Report was reviewed.

VI. OLD BUSINESS:
A. Violations- Management updated board on violations.

VII. NEW BUSINESS:
A) Annual Meeting – Board established December 5th, 2007 at 7p.m. for the annual meeting at 154 Bayhead.

B) Management presented three estimates to trim the oak trees, Motion was made by Berthaiaume to accept the estimate from US Lawn, seconded by Ms. Barthatkov, all in favor, motion passed.

C) Retention Pond – Board requested from management to get bids for retention pond clean up. Motion was made by Leslie Barthatkov to accept the proposal from Aquatic Weed Control, Inc., seconded by Jeff Berthiaume, all in favor, motion passed. Before the Association hires Aquatic Weed Control, Ms. Barthatkov would like to visit some other ponds maintained by them; therefore she requested from Management some addresses near bye.

D) Pressure cleaning- Board requested that management gets three proposals. The Board members are inclined to accept EMT Handyman Services Inc., but before the Association hires EMT handyman, they would like to make a decision at the Annual meeting on how far or how much area should be pressure cleaned.
According to this decision, EMT handyman would have to adjust the total amount on the proposal.

E) Playground – The Board is considering in adding a playground area to the community in the future, for this reason Management brought two catalogs to start looking at prices.

F) Speed Bumps – Polk County Traffic Engineering mailed to Management's office a request form to be signed by all owners.

G) Transfer Fee- Ms. Barthatkov made a request to bring to the annual meeting a proposal to amend the documents to read: Transfer Fee of $100.00 will now be requested to all new buyers at closing.

VIII. OLD BUSINESS:

- 127 Cypress Landing (color denied on 11/9/06) The Board requested a letter to be sent to them, since they painted the house with the denied color.

- 316 Pinewood (color denied on 6/3/06) The Board requested a letter to be sent to them, since they also painted the house with the denied color.

IX ESTABLISH DATE OF NEXT MEETING:

To be determined.

X ADJOURNMENT:

No further business at this point; Meeting was adjourned by unanimous voice vote at 7:08 p.m.

Respectfully submitted,

Maggie Nogueiras

Maggie Nogueiras, LCAM
Community Association Manager

adapted: 1-22-8

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Budget Meeting
October 9, 2007

I. **CALL TO ORDER:**
Pinewood Estates' Homeowners Association Budget meeting was called to order at 7:15 PM by Community Association Manager Maggie Nogueiras.

II. **PROOF OF NOTICE:**
Affidavit was read into the minutes by Maggie Nogueiras. Notice of the budget meeting were mailed to the address last furnished to the Association to every single homeowner on September 18, 2007.

III. **QUORUM:**
Those present were Jeff Barthaimue, Leslie Barhatkov and Joseph Taylor; also attending was Maggie Nogueiras representing Sentry Management. Those present constituted a quorum.

IV. **2008 BUDGET**:
Jeff Barthaimue. President, made a **MOTION** to approve the 2008 budget, seconded by Leslie Barhatkow Vice-President. All in favor motion carried.

V. **ADJOURNMENT:**
President Jeff Barthaimue made a **MOTION** to adjourn the Budget meeting at 8:10 pm, seconded by V.P. Leslie Barhatkow. The vote was unanimous to adjourn. All in favor motion carried.

Respectfully submitted,

Maggie Nogueiras

Maggie Nogueiras, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Annual Meeting Minutes
May 30, 2007

I. **QUORUM:**
Jeff Berthiaume, Leslie Barthatkov and David Thompson established a full Board. Michelle Saunders represented Sentry Management.

II. **CALL TO ORDER:**
Jeff Berthiaume called the meeting to order at 7:00 p.m.

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance.

IV. **MINUTES:**
Minutes from July 24, 2006 were reviewed. David Thompson made a motion to approve the minutes as written. Leslie Barthatkov seconded; motion passed unanimously

V. Manager's report was reviewed and will be filed with the minutes.
Financial Report was reviewed.

VI. **OLD BUSINESS:**
A. None to discuss

VII. **NEW BUSINESS:**
A. Violations – Board requested a copy of the property notebook.
Board requested management conduct bi-monthly inspections.
Board requested management find out status of 316 Pinewood (painted house blue)
Board requested management check file of 622 Pinewood for paint chip
B. Deed restriction sign and front entry lights- Board to replace bulbs. Board requested management deliver new deed restriction sign to Jeff's house.
C. Other – David Thompson announced his resignation effective immediately.

VIII. **ESTABLISH DATE OF NEXT MEETING:**
August 14, 2007 at 7:00p.m. at 154 Bayhead.

IX. **ADJOURNMENT:**
No further business brought the Board; Meeting was adjourned by unanimous voice vote at 7:50p.m.

Respectfully submitted,

M. S.

Michelle Saunders, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Annual Meeting Minutes
July 26, 2006

I. **QUORUM:**
Jeff Berthiaume, Leslie Barthatkov and David Thompson established a full Board. Tasha Torres represented Sentry Management.

II. **CALL TO ORDER:**
Tasha Torres called the meeting to order at 7:32 p.m.

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance.

IV. **MINUTES:**
Minutes from January 19, 2006 were reviewed. David Thompson made a motion to approve the minutes as written. Jeff Berthiaume seconded; motion passed unanimously

V. Manager's report was reviewed and will be filed with the minutes.
Financial Report was reviewed.

VI. **OLD BUSINESS:**
A. None to discuss

VII. **NEW BUSINESS:**
A. Irrigation system – The back irrigation system needs over 1500.00 of repairs. The Board directed Management to provide three quotes so they can make an informed decision.
B. Common area Turf – Board tabled until irrigation is repaired.
C. Budget – Management advised that the Board get the budget approved by October. Management also suggested that the assessment go back to an annual payment instead of semi annual. The Board wants the Homeowners opinion on payment.
D – Side walk by Cypress Landing – Jeff reports that the sidewalk is sinking. Management advised the Board that the county is responsible for the repair of sidewalks. Management will call Polk County for the repair.
E. Gator signs – Pinewood has gators that are being fed by visitors to the community. In May, Management reported an 8 ft. gator to the state and a trapper was sent to destroy him. Now, there are reports of two 2 ft. gators in the retention ponds. Management reports that one gator is not afraid of humans and the Board needs to put up "Do not feed the Gator" signs by the ponds. Jeff made a motion to purchase two signs one to be posted at the lake behind the community and one posted at the pond inside the community. David seconded the motion; motion passed unanimously.
F. Street Sign – Street sign at Pinewood Drive and Cypress Landing is missing. Management to call Polk County to replace signs.
G. 622 Pinewood – Approved paint color too bright for the community. Board wants it repainted. Management advised that the Board would have to pay to have the owner to repaint his home. Management to contact the owner's manager regarding repainting.
H. 316 Pinewood – Board directed management to send a final letter to owner to repaint house. Leslie made a motion to forward to then attorney to enforce covenants. Jeff seconded the motion. Motion approved.

VIII. **ESTABLISH DATE OF NEXT MEETING:**
The Board to email management with the next date for the meeting.

IX. **ADJOURNMENT:**
No further business brought the Board; Jeff Berthiaume made a motion to adjourn the meeting, seconded by David Thompson. The meeting was adjourned at 8:06 PM.

Respectfully submitted,

Tasha Torres, CMCA, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Annual Meeting Minutes
January 19, 2006

I. **QUORUM:**
Jeff Berthiaume, Chris Warren and David Thompson established a full Board. Tasha Torres and Todd Whitlock represented Sentry Management. This being an annual meeting and needing a quorum of 18 homes by person or by proxy. Only 10 members were present by person or proxy. Todd Whitlock informed the Board that they are unable to have the Annual members meeting and that they could choose to have a Board meeting instead. The President Jeff Barthiaume decided to hold a regular Board meeting.

II. **CALL TO ORDER:**
Todd Whitlock called the meeting to order at 7:20 p.m.

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance.

IV. **BOARD APPOINTMENT:**
Chris Warren's term on the Board of Directors is up and she has chosen not to re run for the Board. Todd Whitlock asked if any one was interested in serving on the Board for a three year term. Leslie Barthatkov volunteered for the Board. No other persons expressed interested in serving, Jeff Berthiaume made a motion to appoint Leslie Barthatkov to the Board of Directors. David Thompson seconded the motion. Motion passed unanimously.

Jeff made a motion to appoint the positions as follows:

Jeff Berthiaume, will continue as President
Leslie Barthatkov, the Vice President
David Thompson, will continue as Treasurer/Secretary

Leslie seconded the motion and the motion passed unanimously.

V. **OLD BUSINESS:**
A. Landscaper - Management presented a revised contract from US Lawns as directed at the last meeting. Jeff Berthiaume made a motion to accept the US Lawns contract for $454.00 per month. David Thompson seconded the motion, motion passed unanimously. The Board directed management to have the landscaper start immediately, as there has been no service since December.
B. Violations – Several comments were brought up by homeowners regarding violations. It has been with previous Boards to withhold enforcing the condition of the grass in the community. Todd Whitlock informed the Board that, to do that, its considered selective enforcement and it makes it difficult to enforce anything in the community. Todd Whitlock asked the Board to allow Sentry Management to do the job that we are contracted to do and allow the manager to be the "bad guy" for the Board. The Board wants a 30 day first notice, 14 day second notice, 3 day for final violations. Leslie Barthatkov made a motion to allow management to enforce all violations within the community. Jeff Berthiaume seconded the motion and the motion passed unanimously. Tasha Torres mentioned to the Board about sending a spring letter to the owners again with the most common violations. Tasha Torres to email letter to the Board for review and changes.
C. ARB – 642 Pinewood Drive – Approved painting the front door and shutters red.

VI. **NEW BUSINESS:**
A. Mailboxes – Homeowner at 642 Pinewood mentioned that the mailboxes in front of his home can easily be broken into with a screw driver. The boxes were recently broken into a few weeks back. Jeff Bertiaume directed management to contact the Postmaster to see about changing the mailboxes.

VII. **ESTABLISH DATE OF NEXT MEETING:**
No date established at this time.

VIII. **ADJOURNMENT:**
No further business brought the Board Leslie Barthatkov made a motion to adjourn the meeting, seconded by Jeff Berthiaume. The meeting was adjourned at 8:13 PM.

Respectfully submitted,

Tasha Torres, CMCA, LCAM
Association Manager

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting Minutes
November 30, 2005

I. **CALL TO ORDER**
Jeff Berthiaume called the meeting to order at 7:19 p.m.

II. **QUORUM:**
Jeff Berthiaume, Chris Warren and David Thompson established a quorum. Tasha Torres represented Sentry Management

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance 48 hours in advance of the meeting.

IV. **READING AND APPROVAL OF MINUTES:**
David Thompson made a **MOTION** to accept the minutes of May 4, 2005 as written and Chris Warren seconded; it carried unanimously.

V. **MANAGERS REPORT:**
Managers report given by Tasha Torres

VI. **FINANCIAL REPORT:**
Financial report given by Tasha Torres

VII. UNFINISHED BUSINESS:
A. Violations – Board wants trash and trailer letters sent out. All other violations need approval from the Board. Ms. Torres was directed to give weekly inspections.

VIII. NEW BUSINESS:

i. 2006 Budget- Board voted unanimously to keep the annual dues to $400.00 a year. 2006 payments will be semi annual - $200.00 in January, $200.00 in July.
ii. Landscaper- Management received notice from the current landscaper that he will no long be able to continue services for the community after December 31, 2005. Several proposals were submitted to the Board, after the last meeting. The Board directed Ms. Torres to get and updated contract from US Lawns including chemical applications. Ms. Torres was directed to have the landscaper cut back the palmetto palms on Pinewood and Cypress Ridge.
iii. Pond -
iv. Pets – Reports of animals running large in the community and barking all day. Management advised to call animal control regarding animals.
v. Vehicles – Ms. Torres advised the Board that when in the community, commercial vehicles are not present in the community. Board members would have to inform management about the commercial vehicles.

IX. **ESTABLISH DATE OF NEXT MEETING:**
The next meeting (Annual) will be held on January 10, 2006 at 7 p.m. at 105 Bayhead Street.

X. **ADJOURNMENT:**
The meeting was adjourned at 8:08 p.m. Motion made by Chris Warren and seconded by Jeff Berthiaume.

Respectfully submitted,

T. T.

Tasha Torres, CMCA, LCAM
Association Manager

_____
Board Approved

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting Minutes
May 4, 2005

I. **CALL TO ORDER**
Tasha Torres called the meeting to order at 7:00 p.m.

II. **QUORUM:**
Jeff Berthiaume, Chris Warren and David Thompson established a quorum. Tasha Torres and Gordon Jackson represented Sentry Management

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance and a copy of the agenda and Board Packet were delivered to each board member 48 hours in advance of the meeting.

IV. **READING AND APPROVAL OF MINUTES:**
David Thompson made a **MOTION** to accept the minutes of March 30, 2005 as written and Chris Warren seconded; it carried unanimously.

V. **MANAGERS REPORT:**
Managers report given by Tasha Torres

VI. **FINANCIAL REPORT:**
Financial report given by Tasha Torres

VII. **OLD BUSINESS:**
A. Collections – It was advised by management that the Board should go forward with collection on the following accounts, 1005, 30059, 30063, 30064,and 40082. Chris Warren made a **MOTION** to go forward on collections on the five accounts and Jeff Berthiaume seconded the motion; it carried unanimously.

VIII. **NEW BUSINESS:**
A. Violation and Inspections – Board stated that all violations have to go through Jeffrey Berthiaume for approval before any letters can be sent. The Board also asked that management not do any lawn violations other than mow, edging and trimming.

Board also requested that management send a letter to Trugreen ending the treatment of the common areas.

IX. **ESTABLISH DATE OF NEXT MEETING:**
The next meeting will be held on July 27, 2005 at 7 p.m. at 105 Bayhead Street.

X. **ADJOURNMENT:**
The meeting was adjourned at 7:43 p.m. Motion made by Chris Warren and seconded by Jeff Berthiaume.

Respectfully submitted,

Tasha Torres, CMCA, LCAM
Association Manager

11/30/05
Board Approved