

**The Masters at Pelican Sound  
Homeowners Association, Inc.  
Board Meeting Minutes  
Tuesday June 28<sup>th</sup>, 2011**

Minutes from the meeting of the Board of Directors held  
June 28<sup>th</sup>, 2011 at the Riverside Room

**The meeting was called to order at 2:03 P.M. by President Kurt Blumenthal.**

**Proof of Notice** – Notice was posted on property per Statute.

**A Quorum of the Board was noted.**

**Board members Present:** Kurt Blumenthal - President  
Robert Chambers – Vice President  
Terry Mountford - Treasurer  
Arnold Mantilia - Director  
John Fenton- Secretary (via teleconference)

**Also present:** Nicole Taranto, C.A.M of Cambridge Management

**Reading or waiver of minutes:**

A motion was made by Bob Chambers and seconded by Arnold Mantilia to waive the reading of the May 4<sup>th</sup>, 2011 minutes and approve them as submitted. All in favor, motion approved.

**Property Management Report:** There was no property management report at this meeting due to the focus on the mailbox issue.

**President's Report:** President Kurt Blumenthal had no report at this time and chose to focus on the mailbox issue.

**Old Business:**

**Mail Box replacement** – Kurt Blumenthal held a brief discussion on the motions that were approved at the May Board meeting to approve moving forward with the mail box replacement project. Kurt noted that the Board may have been overly aggressive in moving forward on this project before placing it before the homeowners to vote on. Therefore Bob Chambers made a motion to rescind the following 3 motions made at the May 4<sup>th</sup> 2011 BOD meeting regarding the mailbox replacement project.

1. Funding of the mailbox replacement project – Arnold Mantilla made a motion, seconded by John Fenton to fund the replacement of the mailboxes and posts by charging 50% of the project to excess operating funds, and billing 50% of the project to each homeowners on a proportional basis. The motion was passed.

2. Vendor Selection – Terry Mountford made a motion seconded by Arnold Mantilla to select the vendor and proposal recommended by the committee, which was the proposal presented by ASAP Mailbox to replace the mailbox and post at a cost of \$297 each. The motion was passed ( proposal attached)
3. Amendment of Bylaws – Arnold Mantilla made a motion seconded by Kurt Blumenthal to propose an amendment to the Bylaws to establish association responsibility for maintaining the mailboxes and to establish a reserve for future maintenance and replacement. The motion was passed.

The motion to rescind these 3 previous motions was seconded by Arnold Mantilia, all in favor, motion passed.

### **New Business:**

**Proposed Amendments to Masters' Documents** – In previous years the Association had passed amendments to the Documents addressing the maintenance and repair of the mailboxes and assignment of responsibility for these items. Since the Amendments were never formally recorded, Kurt Blumenthal made a motion to make these changes to the amendments (see attachment for the entire amended portions) of the Masters Documents, as well as a Special Assessment to the homeowners of \$148.50 to cover ½ the cost of the mail box replacement project. This motion was seconded by Bob Chambers, and passed unanimously.

**Special Meeting:** The Board discussed calling a Special Meeting to vote on the proposed amendments to the Master's Documents, and the proposed assessment. Bob Chambers made a motion to call a Special Meeting on Tuesday July 26<sup>th</sup> at 9am to vote on the proposed amendments to the Master's documents and to notify the homeowners of the Special Assessment that will be billed to cover 1/2 of the cost of the mailbox project. This motion was seconded by Terry Mountford, all in favor, motion passed.

Kurt noted that Collier Financial will aid the Board in preparing the mailing for the Special Meeting. This mailing will include 2 notices, one for the voting on the proposed amendments as well as notice of the Special Assessment to be billed in the amount of \$148.50 to cover ½ of the cost of the mailbox. Kurt noted that the Board should include a cover letter addressing the homeowners and the purpose of the Special Meeting.

**Proposed Changes to ARC Guidelines:** Bob Chambers presented proposed revisions to the Masters ARC Guidelines to address the standard mailbox to be used in the Masters. (Please see attached guidelines created for the standard mailbox). Terry Mountford made a motion to accept the revised ARC guidelines for mailboxes; the motion was seconded by Bob Chambers, all in favor. The motion was passed.

**Non-conforming hurricane shutters** – Bob Chambers led a brief discussion on the hurricane shutters; what types are allowed according to the Pelican Sound and Masters Documents and what the ARC procedure is in order to install shutters on a home. The Board decided to wait for the Pelican Sound ARC to complete their walk around, identify the home and formally notify the Masters ARC of the violation noted in the neighborhood prior to sending out a letter to the homeowner. Once the Master's ARC receives the notice, Bob Chambers will provide Cambridge Management with a violation letter to forward to the homeowner.

**Open Discussion:**

- A homeowner raised the question of responsibility to repair/replace mailboxes if they are damaged after this project is completed.
  - o Kurt responded that after the initial replacement the Association will be responsible for any repairs or replacement to the mailboxes. When addressing the 2012 budget the Association will have to begin funding a reserve allocation for mailbox repairs and replacement.
- Homeowner Peter Bodner raised the questions about whether a contract had been signed with the chosen vendor, ASAP Mail Box, and if any monies had been dispersed. He also inquired as to where the assessment amount of \$148.50 had been calculated from.
  - o Kurt stated that the signed contract had been sent back to ASAP Mailbox and a check had been paid to the company as a deposit for the project. The assessment amount is half of the cost of the new mail box and install. At the May meeting the Board decided the split the cost between the homeowners and to utilize the Association's excess funds for the other half.

**Adjournment:**

There being no further business to discuss, Arnold Mantilia made a motion, seconded by Bob Chambers to adjourn the meeting. All in favor, motion passed, the meeting was adjourned at 3:10P.M.

Respectfully Submitted by,

James Meade, CAM  
Cambridge Property Management