

**Briar Creek Mobile Home Community #1  
Board of Directors**

**Meeting Date:** January 4, 2012  
**Meeting Start Time:** 10:05 a.m.  
**Meeting End Time:** 10:55 a.m.  
**Attendees:** Marcia Kincella, Bob Barr, Shirley Payne, Joe Daley,  
Sharon Philyaw, Dorothy Hertel,  
**Absent:** Elaine Harsh  
**Guest:** Maureen Reardon (Progressive Management)

**Attainment of Quorum** - see above Attendees

**Proof of Notice of Meeting**

The Proof of Due Notice of Meeting was dispersed and posted as required.

**Approval and Disposal of Minutes**

The reading of minutes of the December 5, 2011, Annual Meeting and Board of Directors Meeting were dispersed and posted. Shirley Payne moved these minutes be accepted and Bob Barr seconded. Motion carried.

**Treasurer's Report**

Shirley Payne read the Treasurer's Report for the month ending November 30, 2011. Bob Barr moved the report be accepted as read and posted. Dorothy Hertel seconded. Motion carried.

**Consent to Approve**

The Architectural Request of Dale and Tom Hawkins was read. The Architectural Review Committee approved this request. Sharon Philyaw moved for acceptance and Dorothy Hertel seconded. Some discussion ensued on the procedure of pending requests. Shirley Payne explained the procedure. Conclusion is to advise all Board Members of the Review Committee's approval. After Board approval, request will be filed in the book in the office. Motion carried.

BYOB for Social Events including Friday Night Patio get togethers. Joe Daley moved for approval on an Annual basis for all events and limiting Friday Nights to be covered from 4 pm to 6 pm. Bob Barr seconded. Motion carried.

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**Business**

Clubhouse Overhead Lighting - Joe Daley presented and explained his letter informing the Board the reason for new lighting as well as the additional work to accomplish this task.

Several vendors were solicited and Mister Sparky of Dunedin was the only vendor responding. Joe Daley moved this estimate be approved. Bob Barr seconded. Motion carried.

### **Director Reports**

#### Marcia Kincella -

Inspections are scheduled to begin: February 1<sup>st</sup> (South of Briar Creek Blvd) and March 1<sup>st</sup> (North of Briar Creek Blvd).

Arrangements have been made to wash the few Abandoned Homes in the Park.

A group will be organized to help keep weeds and vegetation under control.

#### Bob Barr -

Reminded all owners to NOT rake leaves into the street. Please bag and set out with trash for pick up on Monday and Thursday each week.

The ongoing water valve project is progressing. All valves will be marked/identified and, if necessary, will be repaired during the summer months.

The water problem at the edge of the flowerbed close to the pool has been resolved.

#### Sharon Philyaw -

January 12<sup>th</sup> and February 9<sup>th</sup> are the next scheduled mowing dates. A complete list of dates is being obtained and will be posted when received.

Updated Liability Insurance information has been requested from Valley Crest and Blue Water Aquatics. These will be posted in the Directors office when received.

#### Shirley Payne -

A list of Treasurer Notes related to processing invoices for payment, signatures on checks, contracts and/or service agreements, petty cash and a vendor list was read and a copy given to each Board Member. Bob Barr's name was inadvertently missed as a valid check signer when the President or Treasurer are not available.

Concerns pertaining to the number of and uses of Credit Cards for Home Depot

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and Lowe's were expressed. All cards for both suppliers have been collected. One card for each supplier will be retained and distributed on an "as needed basis".

Joe Daley -

Advised all Fire Extinguishers have been inspected and tested, where necessary. The next inspection is scheduled for December 2012, which has been placed on the clubhouse calendar. Inspections are required annually by law. Recharging fire extinguishers should be done every six (6) years.

Stated Heavenly A/C will be coming to recheck thermostat settings to insure the desired temps will keep all comfortable during clubhouse events. Evidently, the thermostats were incorrectly set causing a problem at the last event.

Dorothy Hertel -

Commented the contract has been signed by Chris's Pressure Washing & Sealing Company to clean and seal the pavers around the pool area. Approval for this work was handled at the November 2011 BOD meeting pending verification of the square footage amount to be done.

### **Adjournment**

Marcia Kincella moved the meeting be adjourned. Bob Barr seconded. Motion carried. Meeting adjourned at 10:55 a.m.

SJP

1/11/12

Email copies to:

Directors

Maureen Reardon, Progressive Management

Amy Carson, Progressive Management

Gene Arend (BC website)

Hard copy:

Sharon Philyaw

Dorothy Hertel