SECOND TIMBERS CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES: MARCH 13, 2017

BOARD MEMBERS PRESENT: Kelsey Fox, Colin McDaniel,

Rebecca Holmberg

BOARD MEMBERS ABSENT: Ed Seibert, Alfretta Brashears

HOMEOWNERS: None

CONTRACTORS: None scheduled

CPMG: Association Manager Lynda Reifman Minutes taken and written by Lynda Reifman

Meeting called to order at 5:35 p.m. by Rebecca Holmberg. Quorum of Board of Directors established.

Board of Directors meeting minutes:

A motion was made by Rebecca Holmberg, seconded by Colin McDaniel, and passed unanimously, to approve the Jan. 16, 2017, minutes as written.

Financial Statement:

The Board reviewed and accepted the February 2017 statement prepared by CPMG, subject to audit.

Association Manager's Report: Lynda Reifman

- *CPMG prepared and mailed the Winter 2017 newsletter to residents on Jan. 27, 2017.
- *Peak Mechanical will begin the installation of exterior sewer cleanouts when the ground is soft enough for digging.
- *A motion was made by Colin McDaniel, seconded by Rebecca Holmberg, and passed unanimously, to accept the engagement proposal submitted by Weidner & Associates in the amount of \$315.00 for preparation of the Association's 2016. taxes.
- *The Board denied a \$258.66 reimbursement request for restaurant meals submitted by the owner of G10.
- *CPMG mailed the 2017 Annual Meeting notice to owners on Feb. 2, 2017.
- *The Board discussed a resident's request for a handicap parking space. The Board directed Lynda Reifman to obtain bids to re-stripe the parking areas and to designate two or three spaces for vehicles with handicap plates or placards. The spaces will be first come, first served.

Adjournment: 5:50 p.m. to Annual Meeting