

**BRIAR BAY COMMUNITY ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING
TUESDAY, FEBRUARY 8, 2011**

1. CALL THE MEETING TO ORDER

Board Member attendance.

Brian Dowling, President ----- Present
Ed Zakarian, Vice President ----- Present
Susan Ritchie, Secretary ----- Absent
Ashlee Curtis, Treasurer----- Present
Jurate Barkauskaite-Meister, Director ----- Present
Maxine Wilson, Director ----- Present
Stacey Kelly, Director ----- Present

President, Brian Dowling was appointed to Chair the meeting. Mr. Dowling called the meeting to order at 6:33pm.

2. ESTABLISH QUORUM AND CERTIFYING OF PROXIES

Membership attendance (quorum) required to conduct business: 290 present in person or by proxy.

Those members in attendance were:

12 Members present in person
21 Members present by proxy
33 Total members present in person and by proxy

Since a quorum did not exist, no official business could be conducted except for the election of Directors per Bylaws paragraph 5.2.5 as follows:

BYLAWS: PARAGRAPH 5.2.5 "The election of any such director(s) shall be by ballot that the members cast, in person or by proxy, and by a plurality of the votes cast. **There will be no quorum requirements at a meeting to elect such directors.**"

3. PROOF OF NOTICE

Mr. Dowling provided an affidavit that a Notice of Meeting had been mailed to the owners in accordance with all statutory requirements.

4. READING AND DISPOSAL OF ANY UNAPPROVED MINUTES

The minutes of the February 9, 2010 annual meeting could not be approved due to the lack of a quorum and therefore by default will stand as previously published.

5. ELECTION OF INSPECTORS OF ELECTION

MOTION: It was moved by Brian Dowling and seconded by Ed Zakarian to appoint Kings Management Services as the inspectors of election. **VOTE:** Unanimous

6. ELECTION OF DIRECTORS

The Board of Directors has seven members. All terms on the board are for one year. Mr. Dowling opened up the floor for nominations. In order of their nomination, the following persons were nominated to run for a one year term on the Board of Directors.

Robert Simeone
Brian Dowling
Ed Zakarian
Jurate Barkauskaite-Meister

Ashlee Curtis
Stacey Kelly
Maxine Wilson

There being no other nominations, Brian Dowling closed the floor to nominations.

Because the Board of Directors has seven members and there were only seven persons nominated to run for the Board, no election was necessary.

The following persons will serve a one year term on the Board of Directors.

Robert Simeone
Brian Dowling
Ed Zakarian
Jurate Barkauskaite-Meister
Ashlee Curtis
Stacey Kelly
Maxine Wilson

6. REPORTS OF DIRECTORS, OFFICERS OR COMMITTEES

No reports

7. UNFINISHED BUSINESS

No Unfinished Business

8. NEW BUSINESS

No New Business

9. ADJOURNMENT

There being no further business, Ed Zakarian moved to adjourn. The meeting adjourned at 7:43 p.m.

**BRIAR BAY COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS
ANNUAL ORGANIZATIONAL MEETING
TUESDAY, FEBRUARY 8, 2011**

1. CALL MEETING TO ORDER:

Board members in attendance included:

Robert Simeone
Brian Dowling
Ed Zakarian
Jurate Barkauskaite-Meister
Ashlee Curtis
Stacey Kelly
Maxine Wilson

Also in attendance were Kristin Klingman and Bruce King of Kings Management Services, Inc.

A quorum of the Board being present, Brian Dowling called the meeting to order at 7:45p.m.

2. READING AND DISPOSAL OF ANY UNAPPROVED MINUTES:

MOTION: It was moved by Brian Dowling and seconded by Ed Zakarian to approve the minutes of the February 9, 2010 Board Organizational Meeting as published. **VOTE:** Unanimous.

3. ELECTION OF OFFICERS:

The following names were put forth and unanimously elected as the Officers of the Association:

MOTION: It was moved by Maxine Wilson and seconded to elect Brian Dowling as President. Mr. Dowling accepted the nomination. **VOTE:** Unanimous.

MOTION: It was moved by Jurate Barkauskaite-Meister and seconded to elect Ed Zakarian as Vice President. Mr. Zakarian accepted the nomination. **VOTE:** Unanimous.

MOTION: It was moved by Brian Dowling and seconded to elect Robert Simeone as Treasurer. Mr. Simeone accepted the nomination. **VOTE:** Unanimous.

MOTION: It was moved by Jurate Barkauskaite-Meister and seconded to elect Ashlee Curtis as Secretary. Ms. Curtis accepted the nomination. **VOTE:** Unanimous.

The 2011 Board of Directors is as follows:

Brian Dowling, President
Ed Zakarian, Vice President
Robert Simeone, Treasurer
Ashlee Curtis, Secretary
Stacey Kelly, Director
Maxine Wilson, Director
Jurate Barkauskaite-Meister, Director

The above officers of the Association and Bruce King of Kings Management Services, Inc. shall be signers on all Association bank accounts.

4. NEW BUSINESS:

The double water fountain at the pool is old and rusted and needs to be replaced. Management submitted a quote in the amount of \$795.50 for the fountain itself, the installation to be provided by the Association's off-site maintenance man. Discussion followed.

MOTION: It was moved by Ed Zakarian and seconded by Stacey Kelly to approve the purchase of the double water fountain. **VOTE:** Unanimous.

Due to the extreme cold weather this season, many of the plants around the clubhouse and entry to the clubhouse have died. Therefore, two proposals were presented from Clintar to replace this landscape with more durable vegetation that will be able to withstand the changes in temperature.

MOTION: It was moved by Stacey Kelly and seconded by Ashlee Curtis to approve the Clintar proposal for the entry to the Clubhouse parking lot in the amount of \$1,685.44. **VOTE:** Unanimous

MOTION: It was moved by Ed Zakarian and seconded by Maxine Wilson to approve the Clintar proposal for around the Clubhouse pool pump, to trim Coconut Palms around entry, and also to replace landscape in resident/guest center Island at the gate and the exit island at the gate in the amount of \$2,495.45. **VOTE:** Unanimous.

Both of these proposals were approved under the condition that Clintar does not begin for another month or so. This would provide time for the cold weather to pass, and not risk any of the new vegetation dying.

The issue of the safety and security of the neighborhood has always been a priority to the Board and the Association has made significant improvements to the security of the community over the last several years. However, there are still certain areas of the community that are not fenced off and people are walking in and out from other communities and some of these people have engaged in petty theft within the community. Brian Dowling researched and presented the following four proposals to install fencing in critical areas of the community to prohibit unauthorized access. Discussion followed. Each contractor presented multiple bids for fencing of different qualities. The Board felt that commercial quality fencing should be used which will last longer and is sturdier.

Bulldog Fence: \$17,578.00
JC Bosland Fence Supply: \$21,858.60
J Kay Fence Company: \$20,489.00
Sonshine Fence: \$15,005.50

As the proposals were reviewed it was found that each contractor used deferent terms to describe the type and quality of fencing they were proposing. It was also noted that JC Bosland's quote was actually based on a 6' aluminum fence instead of the 5' aluminum fence for around the clubhouse. All other proposals were for a 5' aluminum fence. Since there was more research to be obtained and to allow JC Bosland Fence Supply the chance to provide a correct quote, the board decided to vote on an approved not to exceed amount. After the final quotes are in the Board will determine which contractor to award the contract to.

MOTION: It was moved by Robert Simeone and seconded by Jurate Barkauskaite-Meister to approve an amount not to exceed \$20,000, including material, installation, permit and survey fees. **VOTE:** Unanimous

There was discussion about creating a security committee for the neighborhood, and Brian Dowling suggested appointing Robert Simeone as the chairman for this committee. The main purpose would be to have homeowners become more conscious of the activity in the neighborhood. This committee was not created to be law enforcement; however another way to be aware of what is going on throughout Briar Bay. Michael Bertelle, a homeowner in Waters Edge, volunteered to be part of this committee.

At the last Briar Bay board meeting, it was decided to extend the clubhouse hours by one hour as a trial period. This would make the clubhouse open from 5AM until 10PM. Although there are not very many people utilizing the gym within this last hour, the board decided to keep the additional hour and have management change the signage outside with the proper hours. It was also mentioned to place the hours of the clubhouse on the website so that homeowners could use that as a resource as well.

At the Briar Bay budget meeting, The Board included an additional amount of money to go towards updating the gym equipment. Since the recumbent bike has been broken for a month or two, Kings Management obtained a quote for a new recumbent bike in the amount of \$2,560.19. It was decided by The Board to table this quote, and have Stacey Kelly get a consensus from gym users as to what

machines they would like to see replaced in the gym. Ms. Kelly will speak with management to report her findings, and we will then obtain quotes to present at the next board meeting.

The last situation discussed was in regard to installing an additional gate arm at the residence gate to prevent tailgaters from getting into the community. This has been brought up numerous times at previous meetings; therefore management obtained a quote from AGSI Inc., the same company that installed the new barcode gate system, in the amount of \$6,330.75.

MOTION: It was moved by Robert Simeone and seconded by Ed Zakarian to approve the quote for the installation of a second gate arm in the amount of \$6,330.75.

VOTE: Unanimous

The Board also asked management to obtain a quote to move the existing gate arm, which is not being utilized, back to match the new barrier arm being installed. This would prevent cars from going around the new gate arm to tailgate into the property.

5. OPEN FORUM:

No Comments from those members in attendance.

6. ADJOURNMENT:

There being no further business the meeting adjourned at 8:00 p.m.

Certified by:

Brian Dowling, President