



Sunset Trace Homeowners Association

3140 SW Sunset Trace Circle, Palm City, FL 34990
772-283-6868 Fax – 772-223-0801

Board of Directors Meeting Minutes November 15, 2017 Stamford Clubhouse

1. **Call to Order:** The meeting was called to order at 7:01 PM
2. **Proof of Notice:** Notice was posted on November 15, 2017
3. **Roll Call:** President: Rose Wright, Vice President: Robin Harbach, Treasurer: Jerry Shapiro, Director: Jeffery Kirsch. 4 Present.
Also present, Property Manager: Charlene Linn and Administrative Assistant: Jessica O'Mara.
Not present - Secretary: Edward Banasiak
4. **Approval of BOD meeting minutes dated October 18th** - R. Harbach made a motion to approve the October 18th meeting minutes as presented. J. Shapiro 2nd the motion. All in favor.
5. **Unfinished Business:**
 - Hurricane Cost Update - R. Wright stated most of the hurricane reserve transfer will be used up by the end of the year (2017). Any remaining expenses to be incurred will be evaluated at a later date.
 - Hurricane Damage and Repairs - Still working on repairing damages. Hired a new maintenance employee to help with the work load.
6. **New Business:**
 - Dryer Vents - Repair and Cleaning - There are screens at the top of the vent that are clogging. Request a proposal that includes the removal of the screens.
 - Robert Rules - In favor in following Roberts Rules include R. Wright, R. Harbach, and J. Shapiro. One not in favor, J. Kirsch.
7. **Report of Officers:**
 - a. President: R. Wright stated MDPOA increased the award amount for each scholarship recipient.
 - b. Treasurer: J. Shapiro gave a summary of the September Financial Report.
8. **Committee's:**
 - Maintenance Committee: The chairman J. Kirsch stated they had not met and their next meeting will be in January.
 - Security Committee: The chairman Kevin Bonura discussed the radar gun benefits and stated he had a meeting with MDPOA to further discuss the benefits.
 - Covenants Committee: J. Kirsch stated the will be a few meeting in December.

- Landscaping Committee: There was no meeting to report on.
- Budget Committee: J. Shapiro stated there will be a December meeting to finalize the budget.

9. **Good and Welfare of the Unit Owners**

10. **Adjournment:** R. Harbach made a motion to adjourn the meeting at 9:05PM and J. Shapiro 2nd the motion. All in favor, meeting adjourned.

Submitted by:
Jessica O'Mara, Administrative Assistant for
Ed Banasiak, Secretary of the Board of Directors

APPROVED
2/15/18