

# **ESTATES AT WINDERMERE**

## **Board of Directors Meeting**

2111 Ridgewind Way

### **Minutes**

**4-24-06**

1. **Establish Quorum-** Joe Relich, Kathie Glass, Ragini Patel, Kathy Sheppard, Janis Zanini, Todd Rule  
Homeowner Lisa Hammons
  2. **Call to Order and Proof of Notice-** 6:30; sign out 48 hours
  3. **Approval of Prior Meeting Minutes-** Kathy Sheppard moves to approve, Joe seconds, all approve. Kathy to get notarized for use in Grant application.
  4. **New Business-**
    1. Letter received by SWP reviewed
    2. Response to said letter reviewed: Ragini moves to approve, Janis seconds, all approve
      - a. Letter to be sent certified mail and faxed to SWP on 4/25/06
      - b. Discussion on whether or not this notice should be effective immediately or in 30 days. It was decided that since the contract stipulates thirty days that both EAW and SWP are obligated to fulfill a thirty day notice.
    3. Bank Account Control
      - a. Dan Zanini suggested freezing Bank Accounts. Kathy called the bank today to find out what our options were.
        - i. The Signers (SWP) are the only ones who can do anything with the accounts (sign checks, withdraw money, make transfers, freeze accounts, stop payments on checks, etc.
      - b. Discussion on changing and freezing bank accounts
        - i. BOD decided that this was not necessary at this time
    4. Kathy needs check details and deposit details from SWP
      - a. Kathy to email Joe and he will ask SWP for this information
    5. Discussion on plans for hand over of records: Decided that the BOD should try to hire another management company within 30 days and let the new management company request the records:
      - a. Set up Interviews other management companies with a pre list of things to ask:
        - i. Community Management Professionals, Inc (Sue Carpenter)
        - ii. APM (company were supposed to interview last time but decided on SWP before interview process)
        - iii. Kara to inquire about another company
    6. Discussion about Grant progress
- 5. Adjournment.**

Minutes taken by Kathy Sheppard