

**DALTON WOODS INC.**  
Board of Directors Meeting Minutes  
May 31, 2018

**BOARD MEMBERS PRESENT:** Tracey Earls, Ron Averbeck, Adriana Castano, and Stephen Israel

**OWNERS PRESENT:** Alexander Lopez, Tabitha Roberson, and Daniel Newborne

**MANAGEMENT PRESENT:** Barbara Proctor, CAM of Bosshardt Property Management

**LOCATION:** Bosshardt Property Management

\*\*\*\*\*

**I. Call to Order & Verification of Quorum** -The meeting was called to order at 6:08 p.m. A quorum was present.

**II. Minutes** – Minutes of the March 18, 2018 board meeting were approved.

**III. Financial Report-**

Barbara Proctor reviewed the financial report ending April 30, 2018 as follows: Total in the operating account is \$46,393.43; total in the reserve account is \$274,383.89.

**IV. Unfinished Business**

- **Drain clean out:** BPM authorized to get water meter at a deposit not to exceed \$500, proposals to clean drainage pipes, to remove landscape debris at pipe openings, and to restore drain fields to original grade.
- **Bike rack:** BPM to have bike rack relocated to playground where it is covered by insurance.
- **Landscape:** BPM to obtain proposals to trim trees along emergency access, to remove tree at entrance, and to replace rain gauge; noting prior approval for irrigation repair costs is required.
- **Entrance:** BPM to obtain proposals for pressure cleaning.
- **ARB:** Motion adopted to appoint German Betances and Daniel Newborn as a permanent members of the ARB, and to send a special “thank you” to John Miller for filling the interim position until a permanent members were appointed.
- **Sink hole:** BPM to prepare letter for BOD review to apologize for how long it took to complete the repair. Motion adopted to approve payment of invoice in the amount of \$355 to backfill the sink hole following the repair completed by Stephen Israel.

**V. New Business**

- **Tiki construction:** BPM to obtain attorney’s opinion concerning variance requirements. ARB is instructed to inform the owner to stop work until after a building permit and ARB approval is received.

**VI. Adjournment** – The meeting adjourned at 7:45 p.m.

Submitted by Barbara Proctor, CAM, Bosshardt Property Management, LLC