

**THE FAIRWAYS OF PALM-AIRE, INC.**  
**MINUTES OF BOARD OF DIRECTORS MEETING**  
**September 19<sup>th</sup>, 2016**

Pursuant to call and upon proper notice, a meeting of the Board of Directors of The Fairways of Palm-Aire, Inc was held on Monday, September 19<sup>th</sup>, 2016 at 5:30 p.m., at the Herb Skolnick Center, Pompano Beach, Florida.

**PRESENT:**

President- Jason Bates  
Vice President- Shelly Morrison  
Secretary- Mike Cherup  
Treasurer- Sam Hannah  
Director- Freddy Meyer

ALSO PRESENT: Stephanie Cathon, LCAM from Exclusive Property Management

A quorum being present, the meeting was called to order by Mike Cherup at 5:39 p.m.

**MOTION:** by Shelly Morrison - made a motion to accept the agenda as presented.

**SECONDED:** by Freddy Meyer.

**All were in FAVOR and the MOTION was PASSED.**

**MOTION:** by Freddy Meyer – made a motion to accept the Minutes of August 15<sup>th</sup>, 2016.

**SECONDED:** by Sam Hannah.

**All were in FAVOR and the MOTION was PASSED.**

**UNIT OWNER FORMS:**

A discussion was held about new grass and landscaping possibilities, behind building with unit # 453.

**MANAGEMENT REPORT:**

Stephanie Cathon read the management report.

**FINANCIALS:**

The Financials were reviewed by Sam Hannah.

**COMMITTEE REPORTS**

Oscar Morales spoke about the security cameras on the guard house. They are up and running. Oscar Morales will get the manual and read over it to go over the functions of the recording process. The camera only records when it senses a motion. The antenna will need to be readjusted.

**2017 BUDGET DISCUSSION**

The Board is going to make a list of vendors in which they would like to seek proposals, to compare prices. Once PM is given the vendors, the proposal process will begin.

The Board is reviewing the 2017 Draft Budget that will be mailed out to the residents for the 14 day mailing to the owners.

A discussion was made about the Reserves and Reserve Study.

A discussion was made about the AP Reference on the General Ledger Trial Balance.

### **PRESIDENT REPORT**

A discussion was made about the Fairview Website. No change was made of the Domain.  
A discussion was made about the future purchase of a canopy over the mailboxes.

**MOTION:** by Jason Bates – made a motion to have Sam Hannah, Treasurer, sign all of the checks. By being one of the 2 signers. The second signature will be by Mike Cherup, Freddy Meyer or Jason Bates.

**SECONDED:** by Mike Cherup.

**All were in FAVOR and the MOTION was PASSED.**

### **MISCELLEANOUS**

PM to speak with Adam B. the Controller at EPM, regarding the AP Reference on the General Ledger Trial Balance.

PM to create a work order for unit 400 for gutters.

PM to look into signs from HD Supply regarding "Surveillance Monitoring."

PM to give the Board the invoices on a couple of the GL accounts.

### **NEXT SCHEDULED MEETING**

The next scheduled Board Meeting will be October 17<sup>th</sup> 2016 located at the Herb Skolnick Center.

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### **ADJOURNMENT**

**MOTION:** by Jason Bates to adjourn the meeting.

**SECONDED:** Mike Cherup **All were in FAVOR and the MOTION was passed.**

The meeting adjourned at 7:02 p.m.

\*\*\*New Bank Signature Cards were signed after the Board Meeting