

**THE FAIRWAYS OF PALM-AIRE, INC.
MINUTES OF BOARD OF DIRECTORS MEETING
October 17, 2016, 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, October 17th, 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
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 5:37 p.m.

MOTION: by Jason Bates - made a motion to accept the agenda as presented.

SECONDED: by Freddy Meyer.

All were in FAVOR and the MOTION was PASSED.

MOTION: by Mike Cherup – made a motion to accept the Minutes of September 19th, 2016.

SECONDED: by Freddy Meyer.

All were in FAVOR and the MOTION was PASSED.

UNIT OWNER FORMS:

No unit owners present at Board Meeting.

MANAGEMENT REPORT:

Stephanie Cathon read the management report.

2017 BUDGET DISCUSSION

The proposed budget is scheduled to be mailed out to the residents in enough time for the November's Board Meeting.

A discussion was held regarding the draft budget specifically the reserve schedule.

A discussion was held about the monthly cable. Jason Bates is exploring options.

PRESIDENT REPORT

A discussion was made about the Budget process including the mailing. EPM needs at least 5 business days in order to produce the mailing, for November's Board Meeting.

A discussion was made about the future purchase of a canopy over the mailboxes.

SECRETARY REPORT

A discussion was held regarding the check run process and how vendors are paid, when signing checks. The check run procedure is that Mike and Sam will be signing, as discussed at the previous Board Meeting.

A discussion was also made regarding landscape and maintenance.

A discussion was held on mulching in November, but won't be billed until 2017.

INFORMATION TECHNOLOGY

A discussion was held regarding the Fairview website.

MISCELLEANOUS

PM to seek proposals regarding pest control, janitorial and pool services.

PM to make sure the website was paid for, back in the year 2015

PM to give Mike Cherup a GL report for 8030, 8040, 8065, 8070 and 8110.

NEXT SCHEDULED MEETING

The next scheduled Board Meeting will be November 21st 2016, located at the Herb Skolnick Center.

ADJOURNMENT

MOTION: by Jason Bates to adjourn the meeting.

SECONDED: Freddy Meyer. **All were in FAVOR and the MOTION was passed.**

The meeting adjourned at 7:00 p.m.