

Porto Cima Townhome POA, Inc.

Meeting Minutes

November 4, 2017

Call to order: President Manion called to order the regular meeting of Porto Cima Townhome Property Owners Association (PCTPOA) AT 10:30 AM at the Porto Cima Clubhouse.

Roll Call: the following directors were present: Bill Manion, Fred Miller, Lee Eise, Jim Murphy, Lynn Diggs. Jim Barnett and Jim Butler were present via proxy (held by Directors Manion and Miller). Associate Director Bill Grafeman.

Todd Nelson, Nelson Property Management was present.

Owner Walt Thompson

Nomination of officers: Motion to retain incumbent officers. Second and approved. Bill Manion, President, Fred Miller-Vice President, Lee Eise-Vice President, Jim Barnett-Treasurer, Lynn Diggs-Secretary.

MEETING DATES-2018

April 14, 2018

June 23, 2018

September 29, 2018 - Budget Development

November 3, 2018 Annual Meeting

OLD BUSINESS Discussion regarding certificate/declaration page of insurance coverage. Each owner acknowledges receipt of covenants and declarations & Regulations at closing agreeing to purchase specific insurance and further proof of such insurance to the Association. Jim Murphy will compose letter to owners not in compliance.

NEW BUSINESS: General discussion regarding Property Alteration Agreement to be on file with homeowner's signature and the agreement would follow property ownership. The agreement would obligate the owner to be responsible for maintenance of improvement.

Bill Manion adjourned the meeting at 11:30 am