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## **PORTO FINO BOD MEETING MINUTES**

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Meeting Date: 10/27/2010

Meeting Location: 10200 San Remo Place

Recorded By: Michael Cannella

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## 1 ATTENDANCE

Name	Title	Organization	Present
Michael Moses	Vice President	Portofino BOD	Y
Harold Thomas	President	Portofino BOD	Y
Jim Kosmar	Treasurer	Portofino BOD	Y
Mark Conlon	Director	Portofino BOD	Y
Michael Cannella	Secretary	Portofino BOD	Y

## 2 MEETING LOCATION

Building: 10200 San Remo Place (Jim Kosmar house)

Web Address:

## 3 MEETING START

Meeting Schedule Start: 6:30pm EST

Meeting Actual Start: 6:33 EST

Meeting Scribe: Michael Cannella

## 4 AGENDA

1. Call to order
2. Elections of Officers
  - a. Explanation of Responsibilities
  - b. Position and Terms
    1. President- Harold Thomas(1yr) (Term till 2013)
    2. Mike Moses- Vice President(1yr) (Term till 2013)
    3. Jim Kosmar- Treasurer(1yr) (Term till 2012)
    4. Michael Cannella- Secretary(1yr) (Term till 2011)
    5. Mark Conlon- Director (1yr) (Term till 2012)
3. Current Financials
  - a. **Action-** Next Month income/expense report will reflect fee that Pindle-Wilson is replacing. This was for dismantling the Dog Kennel for Alan.
  - b. Discussed the financials and balance sheets which included all dues.
  - c. Currently there are 81 homes out of 121 in the community

- d. **Action-** Keep an eye on the builders lots and make sure that dues are being paid. (Mark made a point in case builder goes bankrupt)
- e. **Action-** Jim would like to see different format on the income statement and will discuss with Blair and workout a format that best suites community's needs. **Action-** Blair will provide all the financial information for past, present, and future.
- f. Major expense for this year will be the landscaping for Portofino
- g. Discussed Cash Disbursement Journal

#### 4. Community Projects

##### a. Committees

- 1. Landscaping (Mike Moses-Chair)
  - a. Flyers to go out for volunteers
- 2. Architectural (Mike Cannella-Chair)
  - a. Members will be the BOD for 1<sup>st</sup> year
- 3. Social/Comm (Mike Cannella-Chair)
  - a. Flyers to go out for volunteers
- 4. Rules/Regulation (Harold Thomas-Chair)

#### 5. Rules and Regulations

- a. **Action-** Review rules and regulations and decide what we need to add/omit for next month

#### 6. Other Business

- a. Blair reviewed email from Daryl Cady as to what has been completed
- b. **Action-** Blair will provide Mike Cannella with neighborhood watch programs
- c. Landscaping Company will be selected next month. Mike Moses
- d. Created a BOD website
- e. December 7<sup>th</sup> @ 6:30pm is the next BOD Meeting. It will be held @ 10124 San Remo Place (Mark Conlon's House)
- f. Create a flyer for Landscape/social/communication committees and put in HOA mailboxes. (Mike Cannella)
- g. **Action-** Blair will check to see if we have power to change the rules/regulations without a HOA vote
- h. Banners were replaced in Portofino

#### 7. Adjournment

- a. Meeting was adjourned at 8:05pm EST

## 5 MEETING END

Meeting Schedule End: 8:00pm EST

Meeting Actual End: 8:05pm EST

## 6 POST MEETING ACTION ITEMS

**Action-** Next Month income/expense report will reflect fee that Pindle-Wilson is replacing. This was for dismantling the Dog Kennel for Alan.

**Action-** Keep an eye on the builders lots and make sure that dues are being paid. (Mark made a point in case builder goes bankrupt)

**Action-** Blair will provide all the financial information for past, present, and future.

**Action-** Review rules and regulations and decide what we need to add/omit for next month

**Action-** Blair will provide Mike Cannella with neighborhood watch programs

**Action-** Blair will check to see if we have power to change the rules/regulations without a HOA vote

**Action-** Jim would like to see different format on the income statement and will discuss with Blair and workout a format that best suites community's needs.

**Action-** Mike Cannella will create flyers and distribute to home owners for committee signups

## 7 NEXT MEETING

Next Meeting: December 7<sup>th</sup> @ 6:30pm is the next BOD Meeting. It will be held @ 10124 San Remo Place (Mark Conlon's House)