

SAND DOLLAR BAY HOMEOWNERS ASSOCIATION INC.  
MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
DECEMBER 08, 2015

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1. CALL TO ORDER: The telephonic meeting of the Board of Directors of Sand Dollar Bay Homeowners Association, Inc. was called to order at 3:09 P.M. on Tuesday, December 8, 2015 at 22 North Orlando Avenue, Kissimmee, FL 34741.
2. DETERMINATION OF QUORUM. A quorum was established as there were present two board members present telephonically as follows:  Mike Backous  Cliff Andre; others present: Minetta Garay Gay, LCAM, Managing Agent for the association in person
3. CONFIRMATION OF PROPER MEETING NOTICE. It was announced by Minetta Garay Gay, LCAM that the notice for this meeting was accomplished in accordance with bylaws and statutory requirements. Notices were mailed to all owners November 24, 2015 for both Budget and Special Assessment meeting.
4. APPOINTMENT OF VACANT POSITION: Appointment of vacant board position has been tabled until the Annual Meeting.
5. SPECIAL ASSESSMENT: Motion to assess a Special Assessment in the amount of \$40 per unit per month to covers the roof repairs as needed, made by Mike Backous, seconded by Cliff Andre, unanimously carried.
6. RATIFICATION OF MANAGEMENT CONTRACT: By unanimous consent, the Board voted to maintain the management with Property Solutions Unlimited for management at a rate of \$425/month commencing January 1, 2016.
7. RATIFICATION OF LANDSCAPE COMPANY CONTRACT. By unanimous consent, the Board voted to maintain the hire of Manuel Paredes Lawn Service at a cost of \$250/month commencing January 1, 2016.
8. APPROVAL OF THE 2016 BUDGET. After discussion, motion was made, seconded and unanimously carried, the Board voted to approve the proposed 2016 as presented.
9. APPROVAL OF THE 2016 RESERVE BUDGET. After discussion, motion was made, seconded and unanimously carried, the Board voted to approve the proposed 2016 reserve allocation as presented.
10. APPROVAL OF 2016 ASSESSMENTS. Motion was made, seconded, and unanimously carried, the Board of Directors voted to approve the maintenance fee assessment increase (5%) to the monthly charge of \$127.60 per unit per month.
11. COLLECTION POLICY: Motion made by Mike Backous to change collection policy as proposed. Any unit owner found to be delinquent 45 days will be referred to the association attorney for collections, Motion Seconded by Cliff Andre, unanimously carried.
12. BOARD MEETING SCHEDULED: By unanimous consent, the Board agreed to hold their next meeting immediately following the Annual Meeting.
13. MOTION TO ADJOURN. There being no further business, upon motion duly made and unanimously carried, the meeting was adjourned at 3:50 p.m.

Submitted by MINETTA GARAY GAY, L.C.A.M.