

**Castle Council, Inc.
Budget Meeting
October 9, 2010**

Attendees:

Bruce Kelm, President
Robert Hubbard, Vice President
Linda Meyran, Treasurer
Marlane Christy, Secretary
Mark Bochenski, Director
Radmila Mira Marsenic, Director
Russell Cloetingh, Director (via phone)
- Plus 3 Unit Owners

Mike Perez, President of Ameri-Tech Property Management, Inc.
Gary Moore, Ameri-Tech Property Manager
Janice Sofia, Association Services at Ameri-Tech Property Management, Inc.
Adrienne Haynes, Staff Accountant at Ameri-Tech Property Management, Inc.

The Budget Meeting was held at Ameri-Tech's office in Clearwater and was called to order by Bruce at 10:07 a.m. Roll call was taken.

The budget was gone through line by line starting with expenses.

Lawn service – After discussion, a motion was made to increase the lawn service budget by \$200 a month. All were in favor, motion passed.

Bad debt: There is an association-owned unit that will be rented after improvements are made. Adrienne will create an account used for improvements to unit which will offset unit's rent.

Bruce reported a savings to the Association: The cost of painting the whole building was less than anticipated.

SBA loan payment will be the same. To shorten length of loan, the Association can pay extra on the principal. That would have to be brought up at a board meeting, and then Adrienne should be notified.

Laundry repair was added as machines are no longer under warranty. Gary to obtain contract to have machine filters cleaned on regular basis. Income from machines is approximately \$1,000 per month. There are reserves for laundry equipment if replacement is necessary.

Maintenance salary – After discussion, Marlane motioned that the maintenance employee to receive a \$1.00 per hour increase in salary effective January 1, 2011. Bob seconded the motion, all were in favor.

Mike to ask Brighthouse regarding wireless in either the library or in the meeting room.

The Operating Contingency Account is used in the event expenses exceed the budgeted amount in any account. The amount will remain the same as last year.

Sycon's monthly payment is now coming out of Account 3738. Adrienne will create a line item Account 6110 for Security Camera. She will recode this year's Sycon bills paid to Account 6110.

Boat dock expenses - Administrative expense 8210 and management fee under boat dock will be taken out, as there are no charges for these line items.

Dock repairs – Dock fees will remain the same.

New Dock Reserve Account – In the event there is a surplus at the end of each year when books are closed, surplus to be put into “Boat Dock Owners Surplus” (paid into by 26 owners). If there is a deficit, a special meeting will take place with dock owners to determine what to do. Adrienne will go back to the December 2009 financials and make adjustment.

Bruce motioned to raise the RV lot fee \$20/year; no one seconded, so the RV lot fee will stay the same.

After adjustments were made and the budget balanced, it was determined that each unit’s maintenance fee will decrease approximately \$5 to \$6 a month. The Board thanked Gary for doing a great job. Bruce motioned to adopt the budget, Bob seconded the motion. All were in favor, the motion passed.

The Annual Meeting and Election will be held Monday, December 13, 2010 at 6 p.m. Janice will mail out the first notice this week. A notice of intent to run for the board will be included with the notice. Gary reminded all, that if you’re already on the board, you will have to resubmit an intent to be a candidate if you intend to stay on the board. Gary to order coupon books for the 2011 maintenance fees.

Discussion took place regarding the number of Directors on the Board. The documents say a minimum of directors is three and the maximum is nine. The board decided to leave the board at seven directors.

The Budget Meeting concluded at 11:45 a.m.

Submitted by:

Ruth Schein
Ameri-Tech Property Management

**Castle Council, Inc.
Board Workshop
October 9, 2010**

Attendees:

Bruce Kelm, President
Robert Hubbard, Vice President
Linda Meyran, Treasurer
Marlane Christy, Secretary
Mark Bochenski, Director
Radmila Mira Marsenic, Director
Russell Cloetingh, Director (via phone)
- Plus 3 Unit Owners

Gary Moore, Ameri-Tech Property Manager

Bruce called the Workshop to order at 11:50 a.m. Roll call was taken.

Bruce commented that the painting of the building looks great and thanked Linda and Marlane for handling the project.

Bruce motioned to spend \$2,000 for the grills; all were in favor, motioned passed.

Bruce motioned to go with natural gas which cost less and is cleaner. All in were favor

Bruce made a motion to spend \$4,100 for pool furniture; all were in favor.

Pool decking – Bruce reviewed the cool seal estimate of \$11,101 which included expansion joints and sealer. The work would take five days and would be coordinated with the painters and the gas company. Bruce motioned to accept the bid for the pool area, Bob seconded, all in favor.

Bruce motioned to buy shuffleboard equipment, Linda seconded, all were in favor.

The Board discussed the cleaning and repairs to be done to Unit 910, preparing it for renting. Bruce had a bid of \$1,200 for basic painting, cleaning, and repairs. The appliances will need to be checked. Bob will check the air conditioner. Carpeting and window treatments (blinds, shades) to be added before renting. Bruce motioned to have the work done in order for Unit 910 to be rented, all were in favor, motion passed.

Sealing of docks was tabled until May, after docks are completely dry.

Bruce motioned to have exterior lights installed on the front entry and also shining up on the building for a total cost of \$4,820. Bob seconded the motion, all were in favor.

The board discussed authorizing payment of invoices. As property manager, Gary has to get authorization to pay a bill. If a bill is not okayed to be paid, then it needs to be investigated.

At 12:35 p.m. the workshop was complete.

Submitted by:

Ruth Schein
Ameri-Tech Property Management