**Belmont Board of Trustees Meeting - Minutes**

December 2, 2016

8:00 AM

In Attendance: Jay Donavan, all board members except Jim Hilliard. Doug Crabtree was also in attendance.

Alan Burleson called the meeting to order.

1 – A motion was made to approve the minutes from the October Board Meeting. The motion passed unanimously.

2 - Doug Crabtree provided a financial update. All financial matters are in order. Cash balance was $ 484k. Restricted funds balance was $ 394k. Accounts receivable and accounts payable are in good order. Doug will be working with Jay regarding cash flow planning.

Doug noted that the profit and loss statement looks good through the end of the year.

There were no additional questions for Doug.

3 – Jay and Jim met with Erica regarding suggestions and ideas for next summer at the restaurant.

4 – Jay provided an update on the following:

* The winter projects have begun. They include painting the mid-rise hallways and doors. The list also includes rebuilding many of the trellises outside the townhomes and possibly the boardwalks to the beach and the replacement of the retaining wall at the tennis courts.
* We intend on continuing with phase 3 of the landscaping project, if the budget allows.
* Midrise hallways are currently being painted.
* Contract is signed for the fencing and work will begin after January 1st weather permitting.
* The Trex and pressure treated woods will be ordered soon after January 1st.
* Comcast Revenue sharing was $ 2828.20.
* Lists were provided for the units currently for sale, the 2016 Completed Projects List and the Projects List for 2017.
* The Belmont now has a Facebook page. Search for Belmont Condominium Trust and then send a friend request. There is a closed group on the page called “Belmont Owners Forum”. This is an invitation only group and is only open to unit owners.
* We are currently looking into installing an open Wi-Fi connection at the pool and restaurant areas. If we can do this within the budget, it may be something that we’ll install over the winter months.

5 – Owner Correspondence –

* A motion was made and was passed unanimously regarding an ARC form for unit 122 to remodel kitchen, install recessed lighting in living room, install hardwood floors in all areas except kitchen, paint entire unit, update electrical panel, change all closet doors, remove wet bar and replace living room windows (possible sliders as well).
* A motion was made and was passed unanimously regarding an ARC form for unit 110 to install new electric baseboard heating.

6 - There was an active discussion regarding smoking policy at the Belmont. After discussing the matter, a motion was made and was unanimously passed to stay with the rules currently in place at the Belmont regarding smoking.

7 - A motion was made and passed unanimously to approve the actions of the board in between meetings.

8 – A motion was made to adjourn the meeting and was unanimously passed.