**Belmont Board of Trustees Meeting - Minutes**

April 28, 2017

In Attendance: Jay Donavan, all board members except Jim and John. Doug Crabtree was also not able to attend.

Alan called the meeting to order.

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

2 – Jay and Connie provided a financial update. All financial matters are in order and in-line with the budget. Accounts receivable and accounts payable are in good order. There are two townhouse owners that are delinquent on the special assessment for the fence. Jay will be following up with them.

3 – Jay provided an overview of the restaurant status for the 2017 summer season. The restaurant and kitchen were professionally cleaned in late April. Some shelving will be replaced prior to the restaurant opening.

4 – Building Two Roof Issue – Jay provided a comprehensive update to the Trustees regarding progress to date. We are currently dealing with a large impact insurance claim due to the roof in Building Two being ripped off from the hurricane force winds on March 14th. Jay has contacted all impacted unit owners. At the time of this writing, it’s yet to be determined who’s at fault. Jay is pushing the insurance carrier to get this resolved among the various insurance companies as we need to replace the roof quickly. The current fix is temporary. Jay has already secured bids to replace the roof, the HVAC, interior painting and concrete repair. The adjuster has all this information and he is waiting on the report from the structural engineer hired by our insurer, Skinner. Our insurance carrier has very recently sent a check to us which will enable us to get things moving along. Our carrier will likely subrogate.

A motion was made to extend the normal offseason work rules after the May 15th deadline only for those units affected in buildings 1 & 2, to allow repair work to be completed as soon as possible.

5 – Jay provided an update on the following:

* The 2016/2017 winter projects are completed or nearing completion.
* We intend to continue with Phase Three of the landscape project, if budget allows.
* The midrise hallways, doors and trim are completely painted.
* Carpet replacement in Building 3 & 4 is completed.
* Fencing: The job in 100% completed.
* The new Trex Boardwalks are installed.
* Bocce Courts are completed.
* The wood for the main boardwalk replacement behind Buildings 1 & 2 has arrived and replacement will start soon.
* All seasonal start up projects are underway. Cabanas uncovered, pool is running, the water has been turned on and reader boards installed.
* A report showing the units for sale accompanied the advance material for the meeting as did a projects list for 2017.

6 - 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” where you’ll be able to discuss matters related to the Belmont and participate in polls. This is an invitation only group and open to owners only.

7- We’re offering owners the option of receiving sending notifications by email to reduce our carbon footprint. Some items must be sent out via US Mail such as legal notices, Ballots and Proxies. If anyone is interested in receiving all other notification by email, please send me an email in the office with the subject header “**OPT IN**” All documents, including Board Minutes can be found on the website as soon as they are approved!

8 – A motion was made and was passed unanimously regarding an ARC form for TH 9 to install wood on second floor and to install new windows throughout the townhouse. They guarantee completion by May 15th. A motion was made and was passed unanimously regarding an ARC form for Unit 244 to replace windows and sliders.

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

10 - A motion was made to adjourn the meeting and was unanimously passed.