

# Notice of Meeting

**Titusvillage Section One Protective Association, Inc.  
Board of Directors Meeting  
March 24, 2015 @ 7:00 P.M. (Tuesday)**

The meeting will be held in the conference room of:

Collins Realty Group, Inc.  
3880 S. Washington Ave., Suite 232  
Titusville, FL 32780

Order of Business:

1. Roll Call of Directors – Establish Quorum – Call to Order
2. Reading or waiver of minutes from February 24, 2015 meeting
3. Treasurer's Report – Management
  - A. February Financial Report (distributed at the meeting)
4. Correspondence
  - A. Letter regarding window air conditioner
  - B. Letter to new owner
  - C. Letter regarding returned check
  - D. Letter regarding roof
5. Manager's Report
6. Old Business
  - A. 2015 Budget
  - B. Neighborhood signs
  - C. Website (financials)
  - D. Street sign for Heritage Drive & Park Avenue
7. New Business
  - A. Schedule of meetings
  - B. Banking
  - C. Landscaping Contracts
8. Adjourn

Titusvillage Section One Protective Association, Inc.  
Board of Directors Meeting  
February 24, 2015

Minutes

Roll Call

Amy Williams, President/Director  
Robert Payette, Vice President/Director  
Vivian Freeman, Secretary/Treasurer/Director  
Ricky Copeland, Director  
Neil Johnson, Director

Dennis Collins and Karen Collins, Community Association Managers. Homeowners present were: Lou & Flo Cerrato, Alice Payette, Bob Herndon, and Beth Bonaccorso.

Call to Order – The meeting was held in the conference room at Collins Realty Group and was called to order by association president, Amy Williams, at 7:01 pm and appointed Dennis Collins to preside and lead the meeting.

Minutes – Reading of the minutes from the previous meetings was waived. A motion to accept the minutes as presented was made, seconded, and unanimously carried

Dennis Collins briefed those present on the protocol at a board meeting. Only agenda items are discussed; all other items requiring board discussion will be deferred and placed on the agenda for the next meeting. If there is a discussion about owner delinquencies, a number is used with no reference made to the names.

Treasurer's Report

January Financial Report – Karen Collins presented the report that was prepared by the previous person working the books. There were a couple of issues with the Cash balances: (1) an incorrect journal entry to the General Fund and (2) interest on the two CDs. These have since been corrected. On the Accrual Balance Sheet: BB&T Bank balance should be \$11,850.91, which is the reconciled balance as of 1/31/15. The Beautification Fund CD balance should be \$19,988.75 and the Road Fund CD balance should be \$27,308.33. These match the amounts on the CD renewal statements. The \$210.00 in Payments Received were from 1/31/15; these were not deposited until February. The \$820.00 in Furniture and Equipment represents the purchase of a computer and printer. The \$73.71 under Liabilities Credit Card Purchases-Visa is a double posting and must be removed.

A/R Aging Summary report was discussed by line number. One owner is currently in bank foreclosure. Management noted that it is not feasible to attempt collection through legal means on an owner who is currently in foreclosure. The law only allows the bank to be responsible to

