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MINUTES  
BOARD MEETING  
FEBRUARY 5, 2004  
10:30 am  
UNIT #34

Present were Liam Kelly, President; Bill Waters, Director; Jane Morrissey, Director/Clerk; George Austermann, Treasurer, and Lesley Loke.

The meeting was called to order at 10:40am, by Liam Kelly.

MOTION by Liam Kelly, second by Bill Waters: That the minutes of the Board Meeting of December 4, 2003 and "Actions Taken December '03-January '04 via Telephone" be approved as submitted. PASSED: All in favor

MOTION by Jane Morrissey, second by Liam Kelly: That, in accordance with current condominium accounting language, the Capital Reserve Account be renamed the "Replacement Fund" and that the Granite Bank Account # 0200072050 be retitled as such. PASSED: All in favor

MOTION made by Bill Waters, second by Liam Kelly: That the sum of \$4028.55 be transferred from the Replacement Fund to Operating Account to cover the December and January roofing expenses paid to John Norton and Bruce Armer. PASSED: All in favor

MOTION made by Jane Morrissey, second by Liam Kelly: That the Maintenance Manager submit monthly, to the Board, a list of completed maintenance items and outstanding items. (The detailed list on the monthly bill will satisfy the requirement for the completed items list) and that requests for maintenance only be accepted if they are in writing unless of an emergency nature and that the Maintenance Manager advise requesting owners of that policy in cases of verbal requests. PASSED: All in favor

Lesley Loke reported, in detail, the progress of data input into the CAI Treasurer Program. Agreement was reached, BY CONSENSUS, that Lesley and George Austermann would meet with our accountant, on the earliest mutually acceptable date, to clarify current reporting methods so that all data can be correctly entered into the CAI system.

**AGREED BY CONSENSUS:** That, in addition to the current requirement of 2 elected Board Members, or 1 elected member and the Treasurer, signing all bills for payment approval, that notations be written on the bills re: to which budget line item(s) the expense(s) must be charged. Additionally, all bills will be copied prior to submission to the accountant, and turned over to Lesley Loke for purposes of input into the CAI system and filing.

**AGREED BY CONSENSUS:** That Jane Morrissey will arrange a meeting of those individuals originally involved in the decision to purchase and test the CAI Treasurer Program, for the purpose of evaluating all reports, excluding financial portions, to determine if these parts of the program adequately meet our needs.

The meeting was ADJOURNED at 1:50pm.

Respectfully submitted,

Jane Morrissey, Clerk