

MINUTES SPECIAL BOARD MEETING

October 26, 2002 Unit #19

27

Subjects: Financial and Record Inspection Procedures

Present were President Bill Waters Director Tom Forman, Director-Treasurer Rob Trowbridge, Assistant Treasurer Beth SanMartino, Clerk Jane Morrissey.

The meeting was called to order at 7:15pm by President, Bill Waters.

The process whereby bills will be approved and paid was established. The president and assistant treasurer will examine the bills for accuracy prior to submission for payment. All bills will be initialed for payment prior to disbursement of funds. Bills will be submitted twice monthly for payment.(middle and end of the month)Contract copies will be given to the assistant treasurer so that contractors' bills can be checked against them.

Petty cash will be handled by the assistant treasurer.

A motion was made by Bill Waters, second by Tom Forman: That all records are made available to any unit owner by prior arrangement with a Board member, for inspection but not removal.

Passed: 2 in favor , 1 opposed

Meeting adjourned at 7:45 pm

Respectfully submitted,
Jane Morrissey, Clerk