

**CENTER GATE ESTATES VILLAGE CONDOMINIUM ASSOCIATION,  
SECTION III, INC.**

**BOARD OF DIRECTORS WORKSHOP  
MINUTES  
January 19, 2022**

**A workshop was held for the purpose of orientating the three new Board members as to the on-going business of the Board of Directors and the current financial status of the community.**

Present: Mike Prater, Jean Schwied, Deb Antonucci, Sandy Wilson    Absent: Bud Hissam

1. **CALL TO ORDER:** Mike Prater, President, called the workshop to order at 10:00 AM
2. **VERIFICATION OF QUORUM:** Mike Prater verified that with four Directors present a quorum was established
3. **PROOF OF PROPER NOTICE:** Mike Prater confirmed that the notice of the workshop had been posted as required by State law.
4. **NEW MEMBERS INFORMATION:** Mike Prater confirmed that the new members had received notice from Prokop outlining the requirement for Board member certification. All new members present confirmed they would take the required certification course.
5. **FINANCIAL STATUS:** Mike Prater gave the new Board members an overview of the adopted budget for 2022 stressing our need to carefully monitor all Association expenses to stay within our budget restraints.
  - Jean Schwied presented all members with a Five-Year Comparison Worksheet showing income and expenses for the past five years.
  - Discussion followed with all members in agreement that our main focus for the year would be to stay within our budget and hold costs in check as much as possible.
  - Deb Antonucci was careful to point out that things that need attention become bigger issues if deferred and would cost more in the future.
  - Petty Cash: Mike Prater read a memo from the new CAM, Leslie Torok, explaining the steps to reestablish a Petty Cash Fund for our Association. Discussion followed on the pros and cons of maintaining the fund including the cost savings. Mike agreed to follow up with Prokop and add to the Agenda for the February meeting.
  - Prokop: Mike walked the Board through Prokop's financial system and procedures. It was noted that as a Board we are the stewards of the Association's funds and all members should review the monthly statements.

6. **INSURANCE:** Mike Prater clarified the recent concerns regarding the Association's insurance and the upcoming increase in the cost of coverage. He explained that Dan Space was working with Atlas Insurance on options to reduce costs.
  - Mike pointed out that the 2022 adopted budget included a 15% increase for insurance, however, it is possible we will see a 20-25% increase in February.
  - Discussion followed regarding insurance deductibles and replacement versus depreciated coverage. It was agreed by all members that clear communication to all residents is needed regarding cost increases and coverage once the new policy is received.
7. **DIRECTORY:** Since there are two units under contract, it was decided to wait to print and distribute the new directory in February so that the new owners could be included.
8. **COMMITTEES:** Several members shared the desire to reach out to neighbors and encourage greater participation in Association events including serving on committees. Mike agreed to contact each committee chair and recruit new members prior to the next Board meeting.
9. **RAMADA CLEANING:** Mike Prater confirmed that the contract for cleaning services had been discontinued. As a cost saving measure, it was suggested that we use a volunteer system for maintaining the pool and Ramada area. Jean Schwied suggested we have work parties to bring people together, then Deb Antonucci added that many hands make light work and perhaps we could order pizza for the group after the work is completed.
10. **GOALS AND OBJECTIVES 2022:** Jean Schwied suggested that the new Board discuss and adopt Goals and Objectives for 2022. Deb Antonucci and Sandy Wilson expressed the importance of transparency and communication. Discussion followed and Jean Schwied agreed to develop a draft of Goals and Objectives to be presented at the next Board meeting.
11. **UNFINISHED BUSINESS:** Mike Prater discussed the following items which require further research and discussion at future Board meetings.
  - Pineapple Palm Trimming
  - Irrigation Repairs
  - Pool Gate Latches
  - Driveway Replacement Schedule
  - Mailboxes
12. **ADJOURNMENT:** Mike Prater moved to adjourn and Deb Antonucci seconded the motion. With all members in agreement, the meeting was adjourned at 11:47 AM

Respectfully Submitted,  
Jean Schwied, Secretary

Approved: January 28, 2022 Board Mtg