

**CENTER GATE ESTATES VILLAGE CONDOMINIUM
ASSOCIATION, SECT. 3
BOARD – Mailbox Workshop
11:00 a.m. - Monday, April 25, 2022 - Pool Ramada**

ESTABLISH QUORUM/CALL TO ORDER

President Michael Prater called the meeting to order at 11:00 a.m.

Board present: (P) Michael Prater, (T) Bud Hissam, (S) Jean Schwied and (D) Deb Antonucci. Sandy Wilson was absent; excused.

Two unit owners were also present.

From Prokop Management: Leslie Torok

NOTICE OF WORKSHOP – Posted by the president April 22, 2022

Board established that mailboxes are the responsibility of the Association.

Mailbox Committee – Ron & Matt

Presented a spread sheet listed showing estimated costs for labor and materials for removal of existing mailboxes & under boxes, and installing new support cross-pieces and new mailboxes.

SCOPE OF WORK –

Established that the mailboxes to be purchased will be the black Architectural Standard (401-999-cu in), available though Lowe's. 42 mailboxes necessary. It has not been established if a bulk rate discount might be available – regular price is \$38.48 each. (photo and descriptive spec sheet appended to minutes on file.)

Job: (following to be done by volunteer work party)

1. Remove finial from atop the upright support post.
2. Remove the under boxes (newspaper tube box)
3. Remove end cover from rear of underbox (if possible) and place atop upright support post. This step not to be done if new support post is needed - it can be done atop new, painted posts.
4. Remove mailboxes.
5. Establish count of needed new support posts

Job: (following to be done for hire)

Install new support posts based upon count needed, & paint. Cap **all** support post tops with old end cover (if possible) from under box & touchup paint.

Replace mounting boards if necessary & paint.

Mount new mailboxes, in accordance with postal regulations.

Work is planned for January or February, 2023.

Prokop will get some bids from handymen for the work to be done for hire.

continued

ADDITIONAL BUSINESS – Irrigation & Broken Heads – Prokop will reiterate to Garcia the need for properly identified head locations **by street address** regarding replacements. The Association intends to begin a bill-back program to owners whose guests, or themselves, park and drive over heads and cause breakage/damage and necessary replacement.

ADJOURNMENT – *There being no further business, President Prater adjourned the workshop at 12:26 p.m.*

NEXT BOARD MEETING – Monday, May 16, 2022 11:00 a.m.

Respectfully Submitted for the Secretary by
Leslie Torok – CAM
Prokop P.A.