

**PUNTA RASSA CONDOMINIUM ASSOCIATION REGULAR  
BOARD MEETING  
January 16, 2008**

1. Call to Order-Linda Deason called the meeting to order at 9:30 a.m.
2. Roll Call of Directors-Linda Deason, Marilyn Hansen, Reid Potter, Elliot Williams, Eve Heffernan, Jim Baldwin and Jim Simantel was present. Jeff Roberts, CAM was not present.
3. Approval of Minutes- December 19, 2007, Mr. Williams moved to approve the minutes. Mr. Baldwin seconded the motion. Approved unanimously
4. Management Report- Mrs. Deason discussed the floor scrubber. Mr. Baldwin and Mr. Simantel would consider the attachment to the power washer and make recommendation. The cost would not exceed \$750.00. Mr. Baldwin discussed the need for planned work schedules for the maintenance staff. By having a proposed work list (schedule) it would give an idea of what had to be budgeted in the future and a way to set priorities and schedule employees. **Mr. Baldwin made a motion to develop both the cleaning schedule and a proposed work list. The cleaning list would include weekly, bi-weekly and monthly schedule. Ms. Heffernan seconded the motion. The motion passed unanimously.**  
The board discussed the need for a new heavy duty pool reel. The cost of the reel would be approximately \$1,000.00. **Mr. Potter made a motion to purchase the new pool reel. Mrs. Hansen seconded the motion. The motion passed unanimously.**  
The board agreed to send a notice to the owners about necessary emergency repairs to units in order to prevent water damage to another unit.
5. Treasurer Report-**Mr. Williams made a motion that two officers sign off on the Planned Payment Reports. Mr. Baldwin seconded the motion. The motion passed unanimously.**  
Mr. Williams advised the board that John Stroemer, CPA, would have the 2007 audit prepared by April 1, 2008.  
The 2006 Adjusting Journal Entries had been made by Shannon Page at Kramer Triad that had been reported by Myers, Brettholtz & Company, PA.

6. Committee Report- Architectural Review Committee had nothing to report.

Landscaping Committee- Eve Heffernan reported that her committee had met and walked the grounds. The area that her committee wanted to focus on was the entrance and the water retention pond with the flag pole. Mrs. Heffernan and Mr. Simantel would be meeting with an architectural landscape company for suggestions. Mrs. Heffernan reported the committee considered that the Fort Myers was under water restrictions.

Rules and Regulations Committee- Mrs. Hansen and Mr. Potter reported that the committee had met and would present their recommendations at the next meeting. Proposed Rules and Regulations changes were presented to the board.

Building Committee- Mrs. Deason reported that Jim and Nancy Allen, Dick and Donna Petersen and Bob Giller would serve as Building IV representatives. Mrs. Hansen reported that Jerry Dehm and Bud Neuhauser would serve as Building II representatives. Mrs. Heffernan reported that Dorothy Charles would serve as Building I representative. Mr. Williams would advise later of the committee members for Building III.

7. Old Business-The Elevator Modernization was progressing ahead of schedule. The water proofing of the elevator pits would begin next week. Tile contractors were being considered for the lobbies and elevators.

8. New Business- 2008 Capital Projects were discussed. The board would have Jeff check the price if we only purchased one (1) golf cart. The board would obtain more bids for the dryer vent cleaning. The price of unit front doors would need to be obtained.

9. Adjournment- Mr. Baldwin made a motion to adjourn the meeting at 12:30 p.m. Mrs. Hansen seconded. The motion passed.