

ROTHMOOR ESTATES CONDOMINIUM ASSOCIATION, INC.

**Board of Directors Orientation Meeting
of the
Rothmoor Estates Condominium Association, Inc.**

MINUTES

DATE: February 14, 2017
TIME: 9:00 AM
PLACE: Resource Property Management, Inc., 7300 Park Street North, Seminole ,
FL 33777

Directors Present: Wayne Biggart, Nancy Camerano, Liza Miller, Marlene Dye, Laura Gunn

Also Present: Dot Thomas, President of Resource, Natalie Poland, Property Manager

The order of business for the Board of Directors Organizational Meeting was conducted as follows:

Call to Order: The February 14, 2017 Organizational Meeting of the Board of Directors of Rothmoor Estates Condominium Association was called to order by Dot Thomas.

Certifying Quorum Roll/Call: Wayne Biggart, Marlene Dye, Nancy Camerano, Laura Gunn and Liza Miller were present, forming a quorum for meeting to continue.

Proof of Notice of Meeting: This notice was posted on the condominium clubhouse door 72 hours in advance of the meeting by the order of the Board of Directors and in compliance with the Florida Statutes.

Reading and Disposal of any Unapproved Minutes: No minutes were read or approved at this meeting.

New Business:

1. Orientation of Board Members for 2017 by Dot Thomas, the purpose of which was to acquaint Board Members with the protocols and procedures of Resource Property Management.

Items Discussed included:

Introduction of RPM Support Staff
Financial Statement Review/Distribution
Board Member Information Updates
Board Responsibilities
Board Member Code of Conduct
Board Certification Requirements
Importance of Setting up Board Goals and Procedures
Legal use of resident emails and phone numbers
Board Quorums
55 Plus Guidelines

Adjournment: Meeting was adjourned by Dot Thomas at 11:50 AM.