

## MINUTES

Special Meeting of Board of Directors

Monday, February 1, 2016

MOD Large Conference Room

800 Rockview Drive Walnut Creek

Roll Call: Gannon, Crane, Bombardier, Chauncey. Simon was excused

### 1. MOTION TO TRANSFER MONEY FROM RESERVES TO OPERATING

A motion was made by Bill Chauncey and seconded by Jim Bombardier to transfer \$15,000 from the Reserve Account to the Operating Account, to be paid back within 12 months, in order to pay the annual insurance premium. The motion passed unanimously.

### 2. LATE FEE WAIVER REQUEST: FILE NO. 29-029-095

A letter was read to the Board members from the owners of the manor affected. A motion was made, seconded, and unanimously approved to waive the \$20.00 late fee. It was suggested that if a late fee occurred again it would be required that automatic deposit would be mandated.

### 3. RESIDENTS FORUM

No comments were made.

ANNOUNCEMENT: Next regular meeting, March 21, 2016 in Multi-Purpose 3 in the Gateway Bldg.

ADJOURNMENT