

## **KINGSMILL HOMEOWNERS ASSOCIATION**

P.O. Box 361834  
Melbourne, FL 32936-1834

The board of directors meeting was called to order at 7:00 PM on Thursday, November 15, 2018 by Secretary Irene Baldwin. There following board members were present:

Irene Baldwin - Secretary  
Jim Teele – Treasurer  
Susanne Kvasnok – Director  
Debra Pendergast – Director  
Karen Sitlington – President - absent

The minutes of the October 24, 2018 meeting were read and approved.

### **TREASURER’S REPORT**

Treasurer’s report was read and approved.

### **OLD BUSINESS**

Quick Book Status – Irene distributed our first “Profit & Loss” printed statement from Quickbooks which we can now easily produce!. Karen & Jim will deal with Bob Brown finalize small details.

Recording of Declaration - \_ All paperwork was approved by Tallahassee!!! Irene has a recorded copy, which we will post to website.

### **NEW BUSINESS**

Checking Account – There were four charges on our checking account that are not yet accounted for on 10/9. A \$37 Pay Pal charge, a \$10 Publix charge, a \$5.89 & \$48.66; Karen to provide receipts.

Karen needs to communicate with Treasurer when using Debit Card.

Bob Brown Invoice – Bob Brown’s hourly rate is 75/hour; his invoice to set up Quickbooks was for 4.7 hours, a total of \$352.50; Jim to cut check.

Check Signing Procedure – Irene reminded Jim that all checks need to be co-signed by President

Annual Meeting Procedure - Irene presented and read Karen’s notes about election of officers, the annual meeting and her suggestions. Irene was just the messenger.

Year End Review – • The Declaration & Bi-Laws were renewed with the State for another 20 years and 10 years grace. • Fencing project was completed • Plants were planted at front & east park.

2019 HOA Board Meeting dates confirmed – Dates confirmed with Beef O’Brady’s to be posted on website.

Meeting Times - Proposed as a convenience to Board Members & Homeowners is to have all upcoming meetings @ 7:00pm vs.7:30pm as voted on in October. Jim made a motion, Irene seconded. Motion carried.

Holiday Lights – Front Entrance – Saturday, December 1<sup>st</sup>, 9am, anyone interested in helping to decorate meet at front entrance.

Irene would like to resign as Secretary for personal reasons. She has agreed to remain on until the January 17, 2019 meeting.

There is no December HOA Board Meeting.

## **CLOSING**

The next meeting is scheduled for January 17, 2019 at Beef O’Bradys. The meeting was closed at 8:03 PM by Irene Baldwin.

Respectfully Submitted,  
Susanne Kvasnok, Director  
For Irene Baldwin, Secretary