

**MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS OF
MOBILE MANOR INC. AND MOBILE MANOR WATER CO. INC.
HELD AT THE COMMUNITY CENTER
March 27, 2024 at 2:30 p.m.**

PRESENT: Kim Wojtanowski, Tony Dennis, Dave Field, Pamela Hall, Wayne Ryan
Linda Wotherspoon (by zoom) Bill Wotherspoon (by zoom)
ABSENT: Karen Dennis

Appointment of Randy Carson as Director

Kim Wojtanowski moved to appoint Randy Carson as a Director of the Board. Seconded by Dave Field. Motion carried.

Secretary's Report

Linda Wotherspoon referred to the minutes of the February 28th, 2024 meeting and confirmed that the Board had approved the minutes. She advised that the minutes were sent to Tim Burchfield for posting on the website and sent to the office to be inserted in the book of minutes.

Treasurer's Report

Wayne Ryan confirmed the following bank balances as at February 29, 2024:

Mobile Manor Checking	\$11,096.04
Mobile Manor Savings	\$37,612.69 (includes hurricane funds of \$23,497.41)
Mobile Manor Water Checking	\$ 5,171.67
Mobile Manor Water Savings	\$ 2,518.53
Mobile Manor Water Comm Check/Savings	\$ 1,000.00
Social Club	\$ 3,921.33

Dave Field moved to accept the Secretary's Report and Treasurer's Report, seconded by Pam Hall. Carried.

Delinquent Water Bills

Wayne Ryan referred to his summary of delinquent water bills and advised that the total delinquent accounts amounted to \$4,798.00, compared to \$5,275.00 in January.

Website Renewal

Wayne Ryan confirmed that the website has been renewed.

Lawyer Update

Kim Wojtanowski advised that the lawyer she had met with cannot look after our case.

Access Cards

Pam Hall advised that the key card program is working well. Pam advised that she had issued 45 cards to date.

Point of Sale Machine

Kim Wojtanowski advised that a separate point of sale machine will not be required as the point of sale payments will coordinate with the water replacement system software.

Clubhouse Painting

A discussion ensued regarding the painting of the exterior of the Clubhouse. Due to a lack of funds, this project had been placed on hold. Wayne Ryan agreed to donate \$250.00 personally toward the painting of the clubhouse and advised that he would look into discounted paint. Tony Dennis was given the go ahead to paint the exterior of the clubhouse.

Office Assistant

A discussion ensued requiring the hiring of an office assistant and Kim Wojtanowski advised that interviews would begin the week of April 1st. It was agreed that there would be a job description for the office assistant and the start date for this position would be April 22nd, 2024.

Office Assistant Office Space

It was agreed that the office space required a general cleaning and a new light fixture.

Clubhouse Air Conditioner Replacement

Pam Hall provided an update on the air conditioner replacement and it was agreed that the replacement be done as soon as possible.

Shuffleboard Court Concrete Update

Kim Wojtanowski advised the concrete work had been completed at an approximate amount of \$1,800.00. It was agreed that any further work regarding the shuffleboard area be tabled.

Summer Zoom Meetings

It was agreed that Kim Wojtanowski can call special meetings of the Board, if necessary, during the summer months and such meetings would be zoom meetings.

Cell Carrier to Erect Mono Pole

Randy Carson agreed to look into this project and provide a report to the Board.

Changes to By-law Discussion

Dave Field moved to table this matter until the Fall. Seconded by Linda Wotherspoon. Carried. It was agreed that the Board would make their individual notes and comments regarding the by-laws and bring them forward at a later meeting.

Water Replacement System

Bill Wotherspoon provided a report on the water replacement system and advised that the meter replacements would be installed over the next two weeks. Disposition of the old meters, i.e., recycling or disposal is under review. Tony Dennis agreed to look at the meters.

Dave Field moved to adjourn the meeting. Seconded by Tony Dennis. Carried.