

**MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS OF
MOBILE MANOR INC. AND MOBILE MANOR WATER CO. INC.
HELD AT THE COMMUNITY CENTER
December 13, 2023 at 2:30 p.m.**

PRESENT: Kim Wojtanowski, Karen Dennis, Linda Wotherspoon, Tony Dennis,
Bill Wotherspoon, Dave Field, Pamela Hall (by telephone)

ABSENT: Wayne Ryan, Randy Carson

Appointment of Tony Dennis, as Director

Linda Wotherspoon moved, seconded by Dave Field that Tony Dennis, be appointed a Director of the Board. Motion passed.

Secretary's Report

Linda Wotherspoon referred to the minutes of the November 29, 2023 meeting and the minutes of the Community Meeting held December 7, 2023 and confirmed that the Board had approved the minutes. She advised that the minutes would be sent to Tim Burchfield for posting on the website and sent to the office to be inserted in the book of minutes.

Linda Wotherspoon advised that Notice of the Annual Meeting held in March must be posted 10 days prior to the meeting.

Treasurer's Report

In Wayne Ryan's absence, Linda Wotherspoon confirmed the following bank balances as at November 30, 2023:

Mobile Manor Checking	\$9,888.18
Mobile Manor Savings	\$41,431.12 (includes hurricane funds of \$27,355.15)
Mobile Manor Water Checking	\$14,637.06
Mobile Manor Water Savings	\$ 1,508.31
Social Club	\$ 3,449.99

Linda Wotherspoon advised that the proposed annual budget is to be presented at the January 4, 2024 community meeting.

Linda Wotherspoon advised that she had noticed the decline in funds in the water account and advised that she would ask the Treasurer to look into this.

Bill Wotherspoon moved to approve the Secretary's and Treasurer's reports. Seconded by Karen Dennis. Motion passed.

Maintenance Fees

Pamela Hall advised that she is not suggesting that there be an increase in maintenance fees. She understands that the maintenance fees have been \$28.00 per month for at least ten years. She would like to create a flyer to set out what the benefits of paying maintenance fees are and what the maintenance fees are used for. Bill Wotherspoon suggested that such a flyer be distributed with the water bills. Pamela Hall advised that she will present a draft flyer at the next meeting. She advised that she would send such flyer to the Board members by e-mail for approval.

Non-compliance of By-laws

Bill Wotherspoon referred to Section 16 of Mobile Manor's by-laws and quoted the following:

In accordance with Section 16 of Mobile Manor's by-laws "***All complaints must be in writing and addressed to the Board of Directors at 150 Lantern Lane, The complaint will be reviewed at the next regular Board meeting. The Board will respond to the complaint within 30 days. Resolution of the complaint will take place in a timely manner. The complaint and the complainant will be kept confidential if requested. Upon resolution, a copy of the Board's response will be given to the complainant and will be kept on file.***"

The Board reviewed Pauline Lacourse's list referring to the Board not following current by-laws. The Board's goal is to follow all by-laws of Mobile Manor.

It was agreed that Section 16 be read at the Community Meeting on January 4, 2024.

Clubhouse Security Access Cards

Linda Wotherspoon presented two quotes received regarding access cards for the main door of the clubhouse. The quote from Deedy Solutions referred to two parts. Firstly, the cost of installing and configuring the door access control and key fobs in the amount of \$1,861.27. Secondly, Wifi to be bridged from office to clubhouse which would provide high throughout connectivity in the amount of \$1,335.26. Linda Wotherspoon asked Deedy Solutions if we can do part one without part two and they recommend the building to building bridge to ensure consistent connectivity.

David Field moved that we accept the two part quote pending approval by the Community. Seconded by Karen Dennis. Motion passed.

Linda Wotherspoon will present these quotes at the next Community meeting.

It was also agreed that two panic bars be purchased and installed on the exterior doors in the clubhouse and the kitchen. It was advised that certain windows can be opened from outside and it was agreed that they be screwed shut.

Ballots for Election of Directors and Officers.

All officers and directors present in person signed a Ballot. Pamela Hall and Wayne Ryan will sign on their return. We will attempt to arrange for Randy Carson's signature on the ballot.

Clubhouse Pool Table Update

Karen Dennis provided an update on the cost of repairs to the pool table and also is obtaining a quote on a used table. Karen Dennis will keep the Board up to date by e-mail.

Delinquent Water Bills

Bill Wotherspoon presented a report on wording to be used for delinquent water bills. Kim Wojtanowski moved that wording for delinquent water accounts be printed on the back of the water bills. Seconded by Linda Wotherspoon. Motion passed.

Water Replacement System

Bill Wotherspoon advised that he had met with the Department of Environmental Protection and the design engineer's inspector. The DEP came to the park to confirm that Mobile Manor's contractor is following all procedures and advised that Mobile Manor's contractor is in compliance.

A discussion ensued as to how the meters would be read and Bill Wotherspoon advised that he would contact Sterling Carroll in this regard.

Bill Wotherspoon also explained how the draws to the contractor would be handled. Basically, once draws are approved, the funds will be deposited into Mobile Manor's account and then a check will be issued from the account.

New Business

The Social Club process to book events was discussed and rules and regulations will be addressed at the Community Meeting.

A discussion ensued regarding Dee Hickman's landscaping contract and that her contract expires February 1st, 2024 and it was agreed that Karen and Tony Dennis will obtain pricing for the landscaping needs of Mobile Manor. It was agreed that Dee would have the opportunity to adjust her pricing if lower prices are obtained and if she chooses to do so.

Morgan and Morgan's letter was addressed and the Board advised that Wayne Ryan made several attempts to contact Morgan and Morgan but did not receive a response before the deadline.

It was agreed that the door in the office would be fixed.

Pamela Hall advised that the entrance to the park does not have functioning lighting. It was agreed that Dave Field and Mike Hall will look at what is required to light up the entrance.

Linda Wotherspoon moved to adjourn the meeting. Seconded by Dave Field. Motion passed.