

**MINUTES OF A MEETING OF
THE BOARD OF DIRECTORS OF
MOBILE MANOR INC. AND MOBILE MANOR WATER CO. INC.
HELD AT THE COMMUNITY CENTER
February 28, 2024 at 2:30 p.m.**

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

Secretary's Report

Linda Wotherspoon referred to the minutes of the January 24, 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 January 31, 2024:

| | |
|---------------------------------------|---|
| Mobile Manor Checking | \$7,228.73 |
| Mobile Manor Savings | \$41,199.93 (includes hurricane funds of \$27,123.26) |
| Mobile Manor Water Checking | \$ 7,697.94 |
| Mobile Manor Water Savings | \$ 2,514.58 |
| Mobile Manor Water Comm Check/Savings | \$ 1,000.00 |
| Social Club | \$ 3,545.33 |

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

2024 Annual Budget

Wayne Ryan advised that the 2024 Annual Budget had been completed.

Delinquent Water Bills

Wayne Ryan referred to his summary of delinquent water bills and advised that eleven locks had been put on meters. A discussion ensued regarding who is responsible for the water used in cleaning and flushing the lines.

Point of Sale Machines for Office

Kim Wojtanowski advised that she had been researching point of sale terminals for the office. A discussion ensued. Dave Field moved, seconded by Karen Dennis to have a point of sale terminal in the office. Motion carried.

Maintenance Fee Increase

A discussion ensued regarding increasing the maintenance fees by \$2.00 per month and it was agreed that there would be no increase in maintenance fees at this time.

Triangle Park as a Dog Park

A discussion ensued regarding a dog park in Triangle Park. The Board agreed that it would not be pursuing this matter and that there would not be a dog park in Mobile Manor.

Landscaping around the Clubhouse

It was agreed by the Board that there were not sufficient funds for landscaping.

Paint Color of Clubhouse

Linda Wotherspoon moved, seconded by Wayne Ryan that Tony Dennis would paint the clubhouse and could spend up to \$750.00 to do so. It was agreed that the clubhouse be painted white with blue trim. Motion carried.

Background Checks on New Mobile Manor Tenants

A discussion ensued regarding obtaining background checks on new Mobile Manor tenants and Kim Wojtanowski agreed to look into this matter further.

Summer Internship (Office Help)

Dave Field moved to change the office hours from 10:00 a.m. to 2:00 p.m. (with Pauline Lacourse continuing to work from 8:00 a.m. to 2:00 p.m., allowing people to do business in the office from 10:00 a.m. to 2:00 p.m. only and that the doors would remain locked and the phone would not be answered until 10:00 a.m. Seconded by Karen Dennis. Motion carried.

Kim Wojtanowski agreed to advertise for a summer intern to assist Pauline by March 15, 2024.

Amending By-Laws

Kim Wojtanowski will look into the requirements to change and/or amend by-laws.

Amendment of Documents

It was agreed that many office documents are out of date and that a new job description should be prepared for the Office Manager. Linda Wotherspoon suggested that a confidentiality agreement should be signed by all persons working in the office. She agreed to prepare a draft agreement.

Mobile Manor Website Administration

A discussion ensued and Kim Wojtanowski advised that Tim Burchfield and Shellie Albert did not wish to continue with the administration of the website. It was agreed that one person should be the administrator of the website. Kim Wojtanowski advised that she would speak to Shellie Albert and Tim Burchfield regarding looking after the administration of the website until after the summer break.

Clubhouse Air Conditioner Replacements

It was agreed that Dave Field and Pamela Hall would investigate the extent and cost of duct work required and obtain further pricing on the units.

MSTBU Roads Committee

Kim Wojtanowski advised that she called Josh regarding the Roads Committee and was told Mobile Manor has a full Committee. It was agreed that the Board requires more information on who is on the Committee. Dave Field advised that he would have a follow up telephone call with Josh.

Randy Carson Remaining as a Director

Kim Wojtanowski advised that she had spoken to Randy Carson and Randy would like to remain on the Board. He advised that he would pay the January, February, March maintenance fees and then continue to pay the monthly fees. It was agreed that if there was a quorum at the Annual Meeting, there would be a vote as to any objections of Randy remaining on the Board.

Annual Yard Sale

It was agreed that Mobile Manor would not have a community yard sale this year.

Water Replacement System

Bill Wotherspoon provided a report as to the status of the water replacement system and advised that the tentative completion date is mid to late March.

New Business

A discussion was held regarding a life or handicap ramp for the Office. Wayne Ryan and Kim Wojtanowski agreed to look into pricing.

Wayne Ryan advised that there is a drainage problem on Lantern Place on the west end. Bill Wotherspoon advised that he would have Andy Easton look into this for some ideas.

The meeting then adjourned.