

**Wireworks Condominium Association
Executive Board Meeting
November 12, 2018
Minutes**

Call to Order- The meeting was called to order at 6:00 PM. In attendance was RMM Management member Ann Marie Fahringer and Board members Kathie King, Jacob Oxford, Penny Cromwell, Joe Kilbride, and Rich Mattio.

Information Items

- **Fire Escape Update-** Engineer has started receiving bids. Engineer will do a bid sheet with all proposals and present them to the Board when ready.

Old Business

- **Trash Policy-** Reminder to all residents to follow the new trash policy and utilize the new recycle buckets provided. We do not want to be fined by trash company for not following policy.

New Business

- **Board Positions-** As required in the By Laws the Board held their Organizational Meeting. The following positions will be held: President – Kathie King, Vice President- Penny Cromwell, Secretary – Rich Mattio, Treasurer- Joe Kilbride, Member at Large- Jacob Oxford.
- **Annual Meeting Recap**
 - **Meeting Protocol-** We will continue to send out the Budget before the Annual meeting for Unit owners to review and come to meeting with questions.
 - **By Laws-** All Annual meetings will follow Robert's Rules of Order as stated in By Laws.
 - **Operating-Reserve Accounts-** Outside Bookkeeper performs monthly Audit and reconciliation of both the Operating and Reserve Account to ensure accuracy.
 - **Office Expense-** Reviewed RMM Management's procedures for tracking Office Expenses.
 - **Web Site-** The misspelling of a Board members name was corrected on website. We confirmed ownership of the domain name is the WireWorks. We are looking into a secure website with resident login to access information and Association Documents.
 - **Reserve Study-** Last study was completed in 2010. The Board discussed having the Engineering firm perform an update of the Study in 2020. The Study tracks "replacement" items only and does not account for various requests from Preservation Alliance.
- **2019 Annual Meeting-** Scheduled for October 29, 2019 at 7PM.

Executive Session

- **Delinquency-** The Board reviewed the current list of delinquent Association dues. A number of delinquencies have been collected. Management, under the Board's direction, will continue to pursue delinquent fees per The WireWorks Governing Documents.

These Minutes are not intended to be a verbatim transcription of the proceeding and discussions associated with the business on the Board's agenda; but rather, is a summary of the order of business and general nature of testimony, deliberation, and action taken.

Adjournment: 7:30PM

Next Meeting: TBD

Respectfully Submitted,
Rich Mattio