

Gates Four Townhouse Association, Inc.  
6775 Irongate Drive  
Fayetteville, NC 28306

**Minutes for December 2018 Board of Directors Meeting**

Meeting Location: 6744-A Irongate Drive

Meeting Date and Time: December 17, 2018 at 6:30p.m. Board Members:

|                              |   |              |   |
|------------------------------|---|--------------|---|
| Walter Quick, President      | P | Lisa Greeno  |   |
| Jane Roach, VP, PM Manager   | P | Larry Daffin | P |
| Margaret Jennings, Treasurer | P | Steve Watson | P |
| Kristy Sartain, Secretary    | P | Mike Sartain | P |
| Angie Brady, Website Manager | P |              |   |

Guests:

October 2018 Board Meeting and Annual Meeting Minutes approved by e-mail and posted to website. Financial Report by Margaret Jennings.

Checks Cleared:

| Ck # | Amount    | Date     | Made out to        | Reason                           |
|------|-----------|----------|--------------------|----------------------------------|
| 2677 | \$2642.50 | 10/31/18 | Emerald Gardens    | Grounds                          |
| 2678 | \$4200.00 | 11/2/18  | Jerry's Concrete   | 6742 Irongate Parking Pad        |
| 2679 | \$180.00  | 11/8/18  | Bryan, Merritt CPA | CPA                              |
| 2680 | \$900.00  | 11/9/18  | Randy Adams        | 6710-C Irongate Roof Leak        |
| 2681 | \$1000.00 | 11/16/18 | Randy Adams        | 6710-C Irongate Roof Leak        |
| 2682 | \$164.51  | 11/19/18 | Jane Roach         | Lamp globes & brackets           |
| 2683 | \$785.00  | 11/19/18 | Randy Adams        | 6747-B Irongate Roof Leak        |
| 2684 | \$2642.50 | 11/20/18 | Emerald Gardens    | Grounds                          |
| 2685 | \$5794.00 | 11/28/18 | Jerry's Concrete   | 6739-A Irongate deck replacement |
| 2686 | \$23.96   | 11/29/18 | Walter Quick       | Admin supplies                   |

|  |              |             |  |                      |             |
|--|--------------|-------------|--|----------------------|-------------|
|  | General Fund | \$3,651.09  |  | Prior Bank Balance   | \$44,334.10 |
|  | Roof Fund    | \$10,630.00 |  | Expenses             | \$18,308.51 |
|  | Reserve Fund | \$18,864.50 |  | Deposits             | \$7,120.00  |
|  | Balance      | \$33,145.59 |  | End of Month Balance | \$33,145.59 |

Walter Quick asked for a motion to move money from Reserve Funds to General Funds to cover upcoming expenses. Jane Roach made a motion to move \$6,000 from Reserve Funds to the General Fund. Steve Watson seconded and all approved.

Mike Sartain motioned to approve the financials. Jane Roach seconded and all approved.

**Committee Reports:**

A. Legal:

B. Construction: Preventative Maintenance (J. Roach):

Non PM: Items approved by e-mail below.

Roofs:

Decks/Porches:

C. Grounds/Appearance:

**Old Business:**

A. The following items were approved via e-mail:

- a. Roof repair 6730B Irongate.
- b. Roof repair 6747B Irongate.
- c. Roof repair 6710C Irongate.
- d. Purchase of lamp globes.
- e. Replacement of parking pad 6742 Irongate.

**New Business:**

- A. Walter will check with lawyer to see about stronger verbiage requiring homeowners who rent their units to do background checks on prospective renters.
- B. Will ask Bill Simons to attend our upcoming Annual Meeting.

7:17pm – Jane Roach motioned to adjourn the meeting. Angie Brady seconded and all approved.

Upcoming Meetings:

February – Annual Meeting

Monday, April 15

Monday, June 17

Monday, August 19

Monday, October 21

Monday, December 16