

BIB PROPERTY OWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

December 22, 2019

A Special Board Meeting of the BIB Property Owners Association, Inc. Board of Directors was held on December 22, 2019, at 9.00 am EST/8.00 am BZT, via FreeConferenceCall online meeting.

Board members in attendance:
Kathie Miller – President
Beth Patschke-Weary – Vice-President
Gene Demarco – Treasurer
Paris Cecilia Jayar – Secretary
Doug DeGirolamo – Member at Large

The meeting was called to order by President Kathie Miller at 7:58 am EST/8.58 am BZT.

The Proof of Notice of the Meeting was posted by Kathie Miller to all board members in an email.

- Associa's payment difficulties

The HOA's new association manager Associa's current set up makes them unable to pay invoices to our vendors, including Jorge from our property and maintenance company, DS Property Maintenance Management and Construction Services, as well as reimbursing expenses submitted recently by 4 community members.

After input and discussion on the issue, the board decides on the following plan of action:

- Pay Jorge a partial sum of his invoice as advance payment from our account in Atlantic bank until we resolve the payment issue with Associa. Doug will contact Renie Brady to help get this done as soon as possible since Renie has the authority to sign cheques from our Atlantic bank account.
- Kathie and Gene will contact Gabriela Jakobsen, our account specialist at Associa, to set up a three-way meeting and resolve the payment issue promptly. The board approves that the long distance charges of the phone call with Gene and Gabriela will be reimbursed to Kathie Miller.

Following the discussion, the meeting was adjourned at 9.29 am EST/8.29 am BZT [Doug/Gene: 5-0].