

River Oaks Daytona Condominium Association, Inc.
Monday, February 20, 2017

The meeting was called to order at 6:15PM in the Clubhouse at 711 N Halifax Av., Daytona Beach, FL.

All Directors were present: Steve Wonderly, Barbara Herndon, Mary Hodges, Ginger Friant and Cathy Smith. Also present was John Lee, Property Manager from Tri-County Realty.

Two new items of business:

- Met with new potential renter
 - Have not received application interview fee or signed contract
 - Made sure that they knew the elevator could be down and it's possible it could be down months at a time
 - The first motion carried unanimously and is listed below
 - Approve proposed renters of 201 (Craig and Suzanne Dyer), contingent upon receipt of signed contract specifying appropriate conditions and \$50 application / interview fee. Occupancy shall not commence until these two conditions have been satisfied.
- The second motion was accepted unanimously after revision and is listed below
 - If all applicable criteria have been met and all board members have had the opportunity to see the documents, any two board members may interview and approve a proposed owner/renter, without a board meeting being necessary. A vote of a quorum of the board is necessary to disapprove a proposed owner/renter.

The owner / renter checklist should include:

- Owner / renter must submit an application and a fee for the application
- Background form for all proposed adults living here and a fee for the background check
- Interview by two board members
- Approval by two board members unless it is necessary to disapprove a proposed owner / renter (see motion above)
- Copy of signed lease prior to occupancy
- A signed lease may not have a start date prior to the expiration of an earlier lease unless prior approval from the board

The interview should include at least the following topics:

- Confirmation of information
 - Inhabitants
 - Pets
 - Non-business use
 - Docs to be provided by seller / owner
- Reminder of some of our rules and info
 - How to report issues
 - Must be at least 16 to use pool alone (This may not comply with state statutes. John will check)
 - All trash and recycle into bins

- Break down boxes
- Cars must have stickers / passes
- Board must always have keys for unit
 - Planned access
 - Pest Control
 - Firetronics
- Reserving the clubhouse
- Using the grill
- Moving pads
- Handle hardware
- Elevator is not guaranteed 24/7
- There was discussion regarding whether an owner / tenant must accompany children under the age limit to the pool. It is in our docs that they must and it was decided that there should be further discussion on that point.

The next meeting date is tentative for March 6, 2017 at 6:15PM.

The meeting was adjourned at 6:37PM.

Prepared by Cathy Smith