

MINUTES OF MEETING
REGULAR BOARD OF DIRECTORS MEETING, BRINY BREEZES INC.
WEDNESDAY, MARCH 13, 2013 AT 9:00 A.M
COMMUNITY CENTER

The March Regular Meeting of the Briny Breezes Inc. Board of Director was called to order at approximately 9:00 AM on March 13, 2013 by Board President Coyner.

Secretary Oglesby confirmed that Proof of Notice for the meeting had been posted and dated at 1:00 pm on March 8, 2013, as witnessed by General Manager Carl Forrest.

Secretary Oglesby called the roll to document that a quorum was present. Roll call indicated that all Directors (as listed below) were present at the meeting:

Director Koplén	Director Coppola
Director Oglesby	Director Coyner
Director Stewart	Director Malchuski
Director Long	Director Gallacher

Secretary Oglesby made motions to waive reading and approve the minutes in the Board Package for Regular Board Meeting of Feb 13, 2013 and Organizational Meeting of February 27, 2013. The motions received seconds and, as there were no subsequent motions to amend, these minutes were approved as written by unanimous vote.

President Coyner then turned to the Orders of the Day / Agenda (attached below) and presented his report.

REPORTS

President Coyner introduced Sharon Holden, Briny's new receptionist. He explained that Sharon will serve as clerk and be responsible for transcribing minutes for all Board Meetings.

President Coyner then asked the Mayor of Briny Breezes to speak to the Board. Mayor Bennett provided a short summary of the upcoming public hearings on the Town of Briny Breezes Comprehensive Plan.

Following the Town report, President Coyner shared his hope that residents would bring any issues that they had to the Board and that his expectation was that the Board would make its future decisions using the safety, health and welfare of the shareholders and residents as a priority.

Next, Treasurer Sally Long reported on Briny Financial position. At the end of February, the Corporation's Operating Accounts had a balance of \$65,560 added to our operating money market accounts of \$202,380 gave a total of \$267,943. Treasurer Long informed that as of the morning of the meeting, there were 7 (seven) delinquent accounts, all with the last notice requesting payment by March 18 in the mail. Reserves expense was \$44,000 for seawall

repair. The reserve balance was \$963,000 in Reserve Accounts, added to the Operating Account Balance, yielded a total of \$1.2 Million in cash accounts. Treasurer Long announced the she is in the process of preparing to mail out 2011-12 financial statements and will endeavor to mail out the 2012-13 statements prior to the Dec 15, 2013 deadline. *Director Gallacher moved to accept the report of the Treasurer, as stated. The motion was seconded and unanimously approved by the Board.*

General Manager Carl Forrest announced the new work hours for the Briny staff:

OFFICE HOURS

- Starting November 1st through April 30, office hours will be 9:00 a.m. to 4:00 pm
- May 1st through October 31st, office hours will be 10:00 a.m. to 4:00 p.m.

MAINTENANCE HOURS

- Beginning May 1st, the maintenance staff, excluding Andy, will work from 7:00 a.m. to 3:00 p.m. and Andy will continue with his normal hours, 8:00 a.m. to 4:00 p.m.
- On November 1st maintenance hours will go back to 8:00 a.m. to 4:00 p.m.

The emergency contact person will rotate monthly between Omar, Andy and Rick. This month (March), it will be Omar's responsibility.

There were no formal committee reports. Rules and By-Laws Chairperson. Sue Thaler deferred to the Agenda item on amended rules. She did mention that the Rules must be changed to reflect the fact that we no longer have a Hurricane Preparedness Committee. President Coyner spoke about his Beautification Committee's efforts to beautify Briny and referred to the upcoming Agenda item dealing with selecting a new lawn service contractor.

COMMITTEES

- After reading the new Guidelines for committees, President Coyner read the list of 2013-14 Committees of the Board and the names of the Directors assigned to chair those committees (list attached).
- *Director Oglesby moved that by next meeting, the Board consider appointing an ad hoc Hurricane Committee and appoint a Chairman for that Committee. The motion was seconded and unanimously approved.*
- *Director Oglesby moved that the list of 2013-14 Committees as read by President Coyner be approved as read. The motion was seconded and approved unanimously.*
- *Director Oglesby moved to appoint an ad hoc Legal Committee to consider alternatives for legal representation. The motion was seconded and approved unanimously.* Directors Gallacher and Malchuski volunteered to chair this committee and President Coyner confirmed that the Board supported their appointment as co-chairs.
- *Director Gallacher moved to establish an ad hoc Bulkhead/Seawall and Drainage Committee with Frank Coppola as chair. The motion was seconded and approved unanimously.* The Committee is expected to make its report to recommend the steps to mitigate flooding in District 3 and 4 with its report to the Board expected in thirty days.
- Later in the meeting, *Director Gallacher noted that the Board had not yet approved the Committee Guidelines and made a motion to approve the Committee Guidelines as read*

by the President during his report. The motion was seconded and approved 7 to 1, with Director Malchuski opposed.

President Coyner announced that Committee sign-up sheets for volunteers would be available at the office for interested stockholders to sign-up until March 22, 2013. He added that the Chair of each committee will formally appoint his committee members for the Board at the next Board Meeting so they will be covered by the Corporation's liability insurance policy.

CORRESPONDENCE

Before reading the minutes and in response to a stockholder request, the Secretary communicated the Board Policy regarding reading correspondence at Board meetings. It is as follows:

- Because of the administrative time necessary for the office to prepare information packages for the Regular Meetings of the Board, letters received after the Board package is assembled are carried over to the next Regular Meeting or to a subsequent Special Meeting, as appropriate.
- Normally, for correspondence to be read at a Regular Board Meeting, it must be received by the office 10 (ten) days before the date of the Regular Meeting. In matters of urgency, the Board may read, on an exception basis, a letter or letters that arrive after the deadline to be included in the Board package.
- Further, it is Board Policy not to read any letters which it considers defaming or libelous in nature. Such letters will be reviewed with legal counsel for appropriate action. (Note to Board: Although not stated in meeting, anonymous correspondence will also not be read)

Then, Secretary Oglesby read letters relating to complaints of poor quality service and other issues regarding Briny's television service provider, Access Media 3 (AM3). The first letter was written from GM Forrest to AM3. The second contained AM3's response. The General Manager is continuing to compile a complete list of complaints to present to AM3 for resolution within 60 days after this list is delivered to AM3.

UNFINISHED BUSINESS

President Coyner began by asking the Secretary for a motion recommending a shareholder vote for seawall repair and an amendment to By-Law 13.25.

Director Oglesby complied with the President's request by making two motions, one at a time. The first was a motion to prepare a ballot and proxy to send to the shareholders no later than April 1st to vote to authorize the Board to spend \$76,300 (seventy-six thousand, three hundred dollars) from the Seawall Reserve Fund to allow Qualmann Marine Construction to repair/reinforce and raise the Flamingo seawall in order to reduce the risk of future collapse and seawall replacement as well as the risk of over-topping by high tides. Not making the recommended repairs could result in complete seawall replacement at an estimated cost of

around \$180,000. Voting yes will NOT result in a special assessment for this project since there are sufficient funds currently available in the seawall reserve account. Director Gallacher advised the Board that in our meeting with Qualmann on March 12th, Kyle Martinez estimated the cost of completely replacing the Flamingo seawall today to be closer to \$400,000. When asked by Director Stewart about the need to competitively bid the project, Oglesby explained (1) that the project was competitively-bid last year when Qualmann was the low cost provider, (2) that Qualmann agreed to perform the same work offered in his bid last year for last year's bid price, and (3) that the incremental cost for the Flamingo seawall was solely due to raising the seawall to the height of the highest seawall along South Heron to reduce the risk of overtopping by high tides. Oglesby's motion was seconded and unanimously approved by the Board.

Oglesby then moved to amend By-Law 13.25: BRINY BREEZES IMPROVEMENT FUND so that it reads as follows: The Board of Directors may elect, based upon the audited financial results for the previous year (excluding depreciation) and upon the recommendation of the finance committee, to make an annual transfer of funds in excess of operating costs to the Park Improvement Fund and/or to reduce the current years' operating or reserve assessments to the stockholders. The Park Improvement Fund shall be maintained in an interest-bearing account and no monies can be disbursed from this fund without the approval of a majority vote of the stockholders. ~~Any monies from assessment or other income, with the exception of the restricted funds, in excess of operating costs as shown in the audit at the end of the fiscal year, shall be placed in an interest bearing Park Improvement Fund.~~ However, in the event of a catastrophe, when funds are needed immediately, the Board of Directors may temporarily borrow funds from this Park Improvement Fund which shall be reimbursed from the first of any insurance proceeds.

The above motion by Oglesby received a second, and the Board voted unanimously to include the motion to amend By-Law 13.25 on the ballot with the Flamingo Seawall proposal, to be sent to the stockholders for a vote no later than April 1st. It was noted that a Special Meeting of the Shareholders must be posted with 20-day notice in order to vote on these resolutions.

Director Coppola introduced the second item under Unfinished Business. He informed the Board that the Corporation truck was now in good operation condition for a repair cost of only \$700 and road-worthy. General Manager Forrest proposed that we only carry liability insurance on the vehicle in order to reduce its cost to the stockholders, noting that the vehicle's remaining un-depreciated value is very low. He then asked for Board approval to take that action. *Director Oglesby made a motion to have the General Manager return the truck to the road and reduce insurance coverage for the corporation truck to only cover liability. The motion was seconded and carried unanimously.*

NEW BUSINESS

General Manager Carl Forrest explained the first Agenda item under New Business dealt with a Kimley-Horn engineering study proposal costing \$34,300 as outlined in the company's letter to General Manager Forrest dated March 19, 2013. The Kimley-Horn study was tabled and no future action was recommended by the Board on that particular proposal.

There was general agreement among Board members that the plan to reinforce and raise the lowest areas (~270 feet) of the Dock Drive seawall would benefit from a third-party, engineering evaluation. *Director Oglesby made a motion, which received a second, to authorize up to \$5k for an engineering evaluation of the best proposal to repair and raise the Dock seawall over the low areas that were over-topped and flooded during the Sandy event. The motion failed, 6 to 2 with only Directors Stewart and Oglesby voting yes. Then, Director Coppola made the identical motion to Oglesby's except to increase the maximum amount of expenditures authorized be increased \$12,500 for the evaluation. Director Coppola's motion was seconded and carried 6 to 2 with Oglesby and Malchuski opposed due to the level of funding authorized.*

The meeting was recessed for lunch by the President at approximately 12:00 noon.

After the lunch break, the Board Meeting was reconvened at 1pm with all Directors present.

Rules and By-Laws Chair Sue Thaler presented her Committee's proposed amendments to the Briny Breezes Rules, highlighting the changes by section. After her review was completed, *Director Gallacher moved that the Board accept the committee's work on the Rules and compile the committee's recommendations into a single "Rules" document that would be discussed for amendment and/or adoption by the Board at a later date. The idea was that document would be converted to a single file containing the committee's recommended rules prior review for Board for amendment and/or approval. Director Gallacher's motion was seconded and passed 7-1, with Director Malchuski voting against the motion.*

A motion was the made by Director Long and seconded to transfer our operating accounts from TD Bank to 1st United Bank. Director Long's motion was unanimously approved by the Board. Justification for the change included FDIC insurance for the full amount of deposits in a single account and free pick-up and delivery for checks.

Director Long also moved to refer the idea to consolidate all funds in one bank to the Finance Committee. Director Long's motion was unanimously approved by the Board. The Finance Committee will be asked to study a proposal to use 1st United Bank as the Corporation's main banking affiliation for all corporate funds including reserves.

The next agenda item considered was the recommendation to hire Marlin Maintenance to supply one and a half (40/20) personnel for all Briny janitorial duties at a monthly cost not to exceed \$3,400 per month. General Manager Forrest explained the proposal was intended to deal with the fact that the amount of cleaning needed was beyond the capacity of a just one person. During the discussion, resident Sue Thaler raised a question concerning the actual costs of Briny's janitorial employee. No motion was forthcoming and the proposal was tabled by general consensus of the Board until the in-house cost of Briny's janitorial employee can be clarified.

A motion was made by Director Oglesby and seconded to refinish/resurface the pool of a cost not to exceed \$15,000 to be paid for from the Pool Reserves. General Manager Forrest

informed that he has obtained three bids for the work and that Southern Pool made the lowest bid and will be awarded the contract. The motion was unanimously approved by the Board.

General Manger Carl Forrest explained that the purpose of the work in District 1 was to clean out mold behind the tile. He has one estimate, and is seeking two more estimates, before awarding the contract. *A motion was made and amended by Director Long and seconded to improve and update the District 1 bath house to insure the safety of stockholders at not to exceed \$8,000.00 to be paid out of the Reserve Building Maintenance Fund after obtaining three estimates from contractors.* The motion was unanimously approved by the Board.

A motion was made and amended by Director Oglesby and seconded for the Corporation to replace the Backflow Fire Pump (next to OCH) and sole-source the work to Buckeye Plumbing at a cost not to exceed \$8,000. The motion was unanimously approved by the Board.

A motion was made and amended by Director Oglesby for the approval to rent a 1600 gpm trash pump for up to 3 months from MWI not to exceed \$2,500.00 per month for emergency water evacuation, after consultation with the Board President. Director Gallacher pointed out that the minimum cost will be \$7500, not \$2500, because the quote required a three month minimum rental period. Also, he pointed out that we would have to rent the pump well before the date it will be need. The General Manager raised the question of where, budget-wise, the money will come from. The motion failed 3 to 5, with only Directors Malchuski, Coyner, and Oglesby voting for the measure. *Director Gallacher moved to put this matter on next meeting Agenda for more clarification from the Manager.* Motion received a second and was passed unanimously.

A motion was made by Director Long for the Corporation to terminate the landscaping contract with Ocean and to award a new contract to Dynaserv Landscaping Co. The motion was seconded and passed unanimously by the Board.

President Coyner announced that the Board would not take up the matter of hiring an additional employee for the maintenance staff during this Board meeting.

A motion was made and amended by Director Oglesby to purchase of portable paint sprayer on wheels at a cost not to exceed \$4,000 plus tax and pay for the item from the Capital Asset Reserve account. The motion received a second and was unanimously approved by the Board.

Director Gallacher left the meeting at 4:22 p.m.

President Coyner invited Shareholders to offer comments, asking them to kindly observe the three minute period allotted to each speaker recognized. After Shareholder comments, the President then called for and received a *Motion to Adjourn from Director Oglesby which was seconded.* The motion was unanimously carried by the Board and the Meeting was adjourned at approximately 4:45 p.m.

Respectfully Submitted,

Tom Oglesby
Secretary, Briny Breezes Inc.
March 27, 2013

Approval Date: April 10, 2013

NOTICE

MEETING OF THE BOARD OF DIRECTORS
BRINY BREEZES, INC.
WEDNESDAY, MARCH 13, 2013
AT 9:00 A.M. – 11:30 A.M. & AFTERNOON SESSION
1:00 P.M.
COMMUNITY CENTER
AGENDA

ALL STOCKHOLDERS WILL BE LIMITED TO SPEAKING ONCE FOR 3 MINUTES
PER AGENDA ITEM

- I. PLEDGE OF ALLEGIANCE & PRAYER
- II. CALL TO ORDER & ROLL CALL
- III. PROOF OF NOTICE
- IV. APPROVAL OF PREVIOUS MINUTES
- V. PRESIDENT'S REPORT
 - A. INTRODUCTION OF SHARON (NEW RECEPTIONIST AT OFFICE) AND EXPLAIN THAT SHE WILL BE RESPONSIBLE FOR RECORDING AND TRANSCRIBING MINUTES OF ALL MEETINGS.
 - B. SUGGESTION THAT A TOWN REPORT BE GIVEN BY TOWN REPRESENTATIVE
- VI. TREASURER'S REPORT
- VII. MANAGER'S REPORT
- VIII. COMMITTEES
 - A. REORGANIZATION AND CONSOLIDATION OF COMMITTEES
 - B. ANNOUNCEMENT OF NEW COMMITTEES & PARAMETERS
 - C. APPOINTMENT OF SPECIAL COMMITTEE
 1. SEARCH COMMITTEE FOR NEW LEGAL FIRM TO REPRESENT CORPORATION
- IX. CORRESPONDENCE
- X. UNFINISHED BUSINESS

- A. CONSIDERATION OF VOTE ON ISSUE #1 SEAWALL REPAIR AND ISSUE #2 AMENDMENT OF BY-LAWS PER APRIL 2, 2012 DIRECTORS MEETING (SEE ATTACHED)
- XI. NEW BUSINESS
 - A. APPROVAL OF ALL RULES AS SUGGESTED BY RULES COMMITTEE
 - B. APPROVAL OF 1ST UNITED BANK AS MAIN BANKING AFFILIATION FOR ALL CORPORATE FUNDS INCLUDING RESERVE FUNDS.
 - C. APPROVAL OF MARLIN MAINTENANCE TO SUPPLY ONE AND A HALF (40/20) PERSONNEL FOR ALL JANITORIAL DUTIES AT A MONTHLY COST NOT TO EXCEED \$3,400.00 PER MONTH.
 - D. APPROVAL OF KIMLEY-HORN ENGINEERING PROPOSAL TO PROFROM THE COMPLETION OF SCOPE OF WORK AND COST EVALUATION.
 - E. APPROVAL TO REFINISH POOL OF A COST NOT TO EXCEED \$15,000.00 TO BE PAID FOR FROM POOL RESERVES.
 - F. APPROVAL TO REMODEL A BATH HOUSE (BOARD'S CHOICE) NOT TO EXCEED \$8,000.00
 - G. APPROVAL TO RENT 1600 gpm TRASH PUMP FOR UP TO 3 MONTHS FROM MWI NOT TO EXCEED \$2,500.00 PER MONTH FOR EMERGENCY WATER EVACUATION ONLY
 - H. APPROVAL TO REPLACE BACKFLOW FIRE PUMP (NEXT TO OCH) AT A COST NOT TO EXCEED \$8,000.00
 - I. NOTIFICATION OF CHANGE OF MAINTENANCE HOURS FROM MAY 1 – OCTOBER 31 TO 7:00 A.M. – 3:00 P.M. STARTING NOVEMBER 1, 8:00 A.M. TO 4:00 P.M.
 - J. APPROVAL OF TERMINATION OF LANDSCAPING CONTRACTOR AND HIRING REPLACEMENT CONTRACTOR DYNASERV LANDSCAPING CO
 - K. APPROVAL TO HIRE ADDITIONAL MAINTENANCE PERSON
 - L. APPROVAL OF PURCHASE OF FOLLOWING ITEMS:
 - 1. PORTABLE PAINT SPRAYER ON WHEELS (NOT TO EXCEED \$4,000.00 PLUS TAX)
- XII. STOCKHOLDER'S COMMENTS
- XIII. ADJOURNMENT

All Stockholders are Welcome

This notice is dated and posted: Friday, March 8, 2013 at 1:00 p.m.

Carl J. Forrest, General Manager

COMMITTEE GUIDELINES

GUIDELINES:

1. Committees are appointed by and operate at the pleasure of the board.
2. Committees shall have no more than six members and at least one director, of which one director shall act as the Committee Chair, except the Violation & Fining Committee.
3. Final approval of Committee members shall be by the board.
4. Each Committee shall be given directive(s) as to their goals and objectives and may not deviate from such directive(s).
5. Should a director resign from a Committee the board shall appoint a replacement director of its choice.
6. Each committee shall have a Co-Chair, who does not have to be a director.
7. Only the Committee Chair is authorized to call for a Committee Meeting and shall present an agenda to the office for proper posting at least five days prior to the scheduled meeting date.
8. Committees shall operate within the guidelines as established by the board.
9. No committee shall be authorized to enter into contracts, make purchases or commit to any service(s) without board approval.
10. No Committee shall have the right to give direction/orders to the property manager, unless done through the board president or his/her assigns.
11. Each committee shall maintain minutes of each meeting and such minutes shall be given to the office/property manager to review and present to the board at a duly authorized Board Meeting and to post such minutes as may be required by the By-Laws and/or rules.
12. Each Committee Chair or his/her assigns shall present a verbal report if there has been a meeting in the previous thirty (30) days to the Board at each duly authorized board meeting.
13. Meeting agendas must be posted in accordance with documents and State Laws.
14. Manager is not required to be at any committee meetings, but will do his best to attend all meetings should it be requested.
15. Any Committee member, except the director (chair) who is absent with notice who does not attend two successive Committee meetings will be dropped from the Committee.
16. Committee Chairs may replace a Committee member who resigns or is dismissed from the Committee without board approval.
17. Special Committees may be appointed by the board from time to time as may be required for special projects or issues and will be designated to operate for a certain period of time to establish findings per directives given by the board and make a final report to the board. Upon completion of the directive as given by the board these Committees shall be disbanded.

EXECUTIVE COMMITTEE:

Committee is made up of all officers of corporation and oversees all committee functions and performance. Oversees General Manager's functions and evaluates performance. Meetings are not required unless in case of emergency, and only a quorum of the committee is required in such instances.

PERSONNEL COMMITTEE: Joe, Marcia, Bruce & Tom

This Committee shall be made up of four (4) board members three of which shall be from the Executive Committee and will evaluate all staff members once each year (December) by reviewing manager's evaluation reports. This committee shall also be available upon request for any employee to meet with the committee to voice a complaint against other personnel, unfair treatment or any other situation which may exist. Committee shall review all salaries at the end of each year (December) and make recommendations to the board based on the manager's evaluations. This committee will also investigate any allegations of ethical violations and/or improper conduct on the part of directors, stockholders or employees of the corporation.

TECHNOLOGY (AUDIO/VIDEO) COMMITTEE: Paul

Responsible for evaluating and repair/replacement of any equipment that is utilized by the corporation or clubs therein, will make suggestions for new equipment. Overseeing office data control and computer equipment as may be needed. Meetings are only held as may be needed.

COMMUNICATION COMMITTEE: Sally

To review the promotion of communications to all stockholders through all communication methods to assure stockholders receive current and factual information.

LANDSCAPING/PEST CONTROL COMMITTEE: Joe

Responsible for development of long term beautification of common areas plans for board approval. Oversees landscaping and pest control contractor's performance and makes suggestions to manager for areas of improvements through the board. Monthly Meeting or as needed

MAINTENANCE COMMITTEE (INCORPORATES ALL MAINTENANCE, BUILDINGS, STORAGE, POOL & CABANA AND OCEAN CLUB HOUSE COMMITTEES):

Bruce/Paul

Develops plans for improvements of general maintenance issues and oversees the general maintenance of the community, brings items of importance or concern to manager's attention. From time to time may suggest the purchase of special equipment that may be needed for the performance of maintenance. Review storage and rental rules and fees in all Quonset huts and lots. Monthly Meeting, chair person shall meet with the manager on a continuing basis to discuss various maintenance issues which committee feels should be addressed.

SOCIAL COMMITTEE (REPLACES CORPORATE DANCES COMMITTEE): **Paul**

Reviews and oversees various social events that take place within the community. Suggests other social functions as the committee may see fit to enact with the approval of the board. Will be responsible for all functions requiring food, entertainment, informative gatherings, gathering of stockholder, etc.
Monthly Meeting

VOTING OVERSIGHT COMMITTEE: **Tom**

Oversees the preparation of elections for annual meetings, structure of proxies as may be required and other special votes as may pertain to the changing of Documents, By-Laws or other entities requiring a vote of the stockholders. Monthly meeting not required.

FINANCE COMMITTEE: **Sally/Paul Co-Chair**

This Committee shall be **chaired by the Treasurer only** and shall only be utilized for the review of yearly proposed budgets and reserves as prepared by the Treasurer, manager and bookkeeper and the review of the year end Audit as presented by corporate accounting firm. This Committee shall not oversee the day to day function of the corporate bookkeeping and will not interact with the office staff unless such interaction is in direct relation to annual budgets and/or the annual audit. Monthly meetings are not required.

VIOLATION & FINING COMMITTEE: **Marcia - Liaison**

This Committee is the only committee which will not have a board member as the Chair, nor shall a board member be active on this committee. This committee will evaluate and

determine if a fine is applicable for any violation by any stockholder as may be determined by the board and/or manager. Further this committee shall mediate any stockholders request for review of fine for violation of any rule or regulation. This committee shall meet only when a situation exists.

MARINA & WATERCRAFT COMMITTEE: Frank

This committee oversees all activities within the marina area and district 4 boat docks and canals, proposes rules, regulations and rental rates. Assigns boat slips to renters and stockholders and makes suggestions for improvements, modifications and repairs of all docks and other entities having to do with the marina. Meetings are held as needed.

INSURANCE COMMITTEE: Michael

This committee shall review all insurance policies as presented each year at renewal and make suggestions for modifications as determined to be needed. The manager shall obtain three bids from various agents each year and present same to the Committee. After Committee has reviewed insurance proposals and has selected an agency which it feels best serves the corporation needs it shall make recommendations to the board at a duly noticed board meeting. Meeting only required at renewal of policies.

WELCOMING COMMITTEE (COMBINES SALES & RENTALS, ORIENTATION COMMITTEES): Paul (Chair) Michael (Co-Chair)

Reviews all sales and rental applications, agreement to purchase or leases to assure that paperwork is in order. Committee does not have authority to make changes or corrections to sales and rental rules. Meets with all new owners/renters to welcome and review the Briny Rules and Regulations so the new owner/renter is aware of all requirements and signs off on same to acknowledge their understanding of such rules and regulations. This Committee recommends that the board approve all sales/rentals that have occurred in the previous month (30 days since previous meeting) except when there has been no meeting for the previous month(s). Meeting are held only as may be needed.

ARCHETECTURAL REVIEW (COMBINES WITH PERMIT AND ZONING) COMMITTEE:

Marcia

This committee shall approve any requests for permits concerning modification, construction, improvement both interior and exterior of any unit. Replacement of water heater or air conditioning does not require sign off from committee. Committee shall

develop and recommend guidelines for any changes to the unit exterior and surrounding landscaping for board approval. There shall be one member from each District on this committee. This committee shall sign off on all permits. Committee shall meet as needed.

RULES & BY-LAWS COMMITTEE: Frank

Reviews and suggests changes to Rules and By-Laws as may be needed from time to time. No regular meeting required.

SPECIAL COMMITTEES

Special committees are appointed directly by the board with no sign-up sheet. The directive(s) for these committees will be determined by the board as may be needed to accomplish the objectives as set forth at a duly authorized board meeting. The board will state the requirements for the committee including but not limited to objective, authority for contacting outside vendors/contractors or professional organizations and other requirements as may be needed for each committee and the time frame for completion of the directive. As with all committees these Special committees have no authority other than to recommend to the board specific directions to develop a plan for the completion of a project. Upon completion of objectives committees are dissolved.

***LEGAL COMMITTEE: Michael & Marcia**

This committee is organized for the sole purpose of making suggestions for new legal representation. Manager and committee members will work together to develop a list of qualified Law Firms for its review and evaluation and to make suggestions to the board for a firm to represent the corporation based on the committee's review of possible firms. This committee should be able to complete the review of qualified attorneys within sixty (60) days.