

**Eastern Gardens  
Board of Director's Special Meeting Agenda  
May 5, 2004**

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**I. CALL TO ORDER 7:00 p.m.; Location: Clubhouse**

**II. ROLL CALL**

- a. Present:
- b. Absent:

**III. ITEM(S) FOR DISCUSSION/APPROVAL/VOTE**

- a. Member's financial responsibilities (Damage & Repairs/Replacement Package)
  - i. Check-in/out sheet
  - ii. Letter – Notice of Intention to Vacate
  - iii. Letter – 30 day Notice to Vacate
  - iv. Form – Transfer Request Form
  - v. Letter – Acceptance/Rejection of Transfer Request  
Fixed and non fixed items inside the dwelling unit, but limited to the

**IV. ADJOURNEMENT**

**NOTE:** Special Meeting of the Board of Directors may be called by the President on three days notice to each Director, given personally or by mail, telephone or telegraph, which notice shall state the time, place (as herein above provided) and the purpose of the meeting. Notice was personally given at the April 28, 2004 Board of Directors meeting, and for those Board Members who were not present, an e-mail was sent out advising them of the Special Meeting. Eastern Gardens By-Laws, Article V, Section 9.