

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting (following Membership Meeting) March 21, 2018 Meeting Minutes

### 1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:56 p.m. President, Nick Burkel. Board members Deborah Ferguson and Elizabeth Ghahary were in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was mailed with the membership meeting notice at least 15 days in advance. Nick introduced Doug and Pamela Pinner with McNeil Management Services as the new management group.

### 2. Reading of Unapproved Minutes

There were no previous meeting minutes to review.

### 3. Business

**Turnover Notice:** Associa will continue to handle Association matters through April 30 and McNeil Management will order assessment payment coupons from new bank and mail turnover announcement during the month of April. McNeil will obtain Association records from Associa and be prepared to interface with owners beginning May 1.

**Pressure Washing Proposals:** Associa did not bring the proposals for board review. They should be in the Association files and McNeil was requested to forward them to the board when located.

**Landscape Contractor:** Board requested McNeil obtain irrigation zone map from landscaper, Juniper. Discussion about pile of concrete in cul-de-sac and why landscapers have not removed.

**2018 Board Meetings:** The quarterly meetings can continue to be held at 6:30 p.m. at the South Cove Clubhouse.

### 4. Adjournment

**On Motion:** Duly made by Nick Burkel second by Elizabeth Ghahary and carried unanimously.

**Resolve:** To adjourn the meeting at 7:15 p.m.

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Prepared by Manager for Secretary

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