

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
April 9, 2018
McNeil Management Office, Brandon FL
Meeting Minutes**

1. Call to Order-Certifying of Quorum

The meeting was called to order at 5:15 p.m. by Doug Pinner with McNeil Management. Board members Nick Burkel-President, Deborah Ferguson-Vice President and Elizabeth Ghahary-Secretary/Treasurer were in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted timely at least 48 hours in advance. Doug and Pamela Pinner represented McNeil Management.

2. Reading of Unapproved Minutes

The Association files transferred on April 3, 2018 do not appear to contain recent meeting minutes. Board will review their records and send minutes to manager. Manager will complete review of files and then reach out to Associa regarding missing information as necessary.

3. Reports

Manager anticipates receiving March and April reports from Associa within the next several weeks. Delinquent accounts have been identified and there are 4 owners currently with the collection attorney. Board reviewed accounts receivable report and agreed to eliminate owner charges for miscellaneous items and small overpayments. The announcement to owners regarding the management change will be sent out on Tuesday, April 10, along with assessment coupons, payment details and general contact information.

Association will need CD reserved funds to pay for re-roofing buildings next year. Board requested manager update bank CD holders (Bank United, Center State and Stonegate-now Centennial) with new board and management contact information and ensure CDs are cancelled and funds transferred to BB&T reserve account as each of them expires. Account signers will be Nick Burkel, President; Elizabeth Ghahary, Secretary/Treasurer; Pamela Pinner, Manager.

4. Business

BOD Contact Sheet: Board updated contact information sheet.

Estoppel Resolution: Manager explained legislative requirement for board approval.

On Motion: Duly made by Elizabeth Ghahary second by Deborah Ferguson and carried unanimously.

Resolve: To approve the estoppel resolution prepared by attorney, presented by manager.

Uniform Collection Policy: Board reviewed policy presented by manager.

On Motion: Duly made by Elizabeth Ghahary second by Deborah Ferguson and carried unanimously.

Resolve: To approve and adopt the uniform collection policy.

Attorney Representation Agreement: Board reviewed and approved for collection matters.

On Motion: Duly made by Elizabeth Ghahary second by Deborah Ferguson and carried unanimously.

Resolve: To approve and sign the attorney agreement relating to collection matters.

McNeil Management Services, Inc.
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Email: management@mcneilmsi.com
Internet: www.mcneilmsi.com

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Website: Board reviewed website options with traditional feel or mobile friendly versions. Board discussed option to send owner notifications via email including newsletters, etc. Manager will check with webmaster regarding capabilities, expense and get back with board.

On Motion: Duly made by Nick Burkel second by Deborah Ferguson and carried unanimously.

Resolve: To approve webmaster DeHart Web Design adding option to send email notifications.

Insurance: Board discussed current insurance coverage and possibility of obtaining insurance appraisal to ensure adequate coverage. Manager will obtain information and proposal for appraisal as well as insurance quote as current policy expires at the end of April 2018. There is one damaged roof remaining from the hurricane damage (13302). Moving forward, Florida Southern will notify manager and provide repair quotes as roof maintenance/repair needs occur.

Reserve Study: Board reviewed Association reserve study completed September 2014. Board requested manager email this study to them for their records.

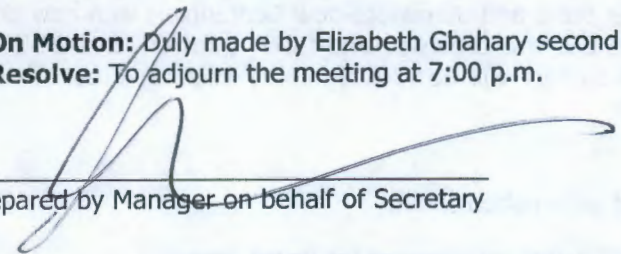
Vendor Contracts: Board would like proposals on pressure cleaning building exteriors and all concrete surfaces. Board would like proposals on mailbox/post replacement. Manager will reach out to landscape contractor to discuss current state of irrigation system, dead sod areas, etc. Proposals will be submitted as necessary.

5. Adjournment

Board requested next meeting date on Wednesday, June 27, 2018 at 6:30 pm. Elizabeth will send manager contact information for South Cove Community Center and manager will arrange board meeting.

On Motion: Duly made by Elizabeth Ghahary second by Deborah Ferguson and carried unanimously.

Resolve: To adjourn the meeting at 7:00 p.m.


Prepared by Manager on behalf of Secretary

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