

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
June 27, 2018
12511 Cedarfield Drive, Riverview FL 33579
Meeting Minutes**

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:30 p.m. by the Board President, Nick Burkel. Board members Deborah Ferguson-Vice President and Elizabeth Ghahary-Secretary/Treasurer were also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted timely at least 48 hours in advance. Jeana Wynja, and Doug and Pamela Pinner represented McNeil Management.

2. Approval of Minutes

The Board reviewed prior meeting minutes dated April 9, 2018 and June 4, 2018 as prepared by the Manager.

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

Resolve: To waive reading of the prior meeting minutes and approve them as presented.

3. Management Reports

Manager presented the financial reports to the Board. Unit ID # 10268 paid 2 full years in advance and requested a refund of 1 year. Manager will review bank statements to ensure payments were received and will request cancelled checks from the owner. Board agreed to issue reimbursement as appropriate to the owner after such due diligence has been performed.

Doug Pinner presented list of accomplishments thus far under McNeil Management.

4. Business

Corporate Resolution – Landscaping Maintenance: Board was presented with a Corporate Resolution presented by attorney Anne Malley to cure the responsibility of routine maintenance.

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

Resolve: To accept the Corporate Resolution regarding landscaping maintenance as presented.

Architectural Rules & Regulations; Committee: The Board of Directors is currently serving as the Architectural Committee. Board was presented with the Architectural Rules & Regulations. Board discussed removing language regarding mailbox standards until further research is done.

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

Resolve: To approve the Architectural Rules & Regulations as presented, without the mailbox standards.

Reserve Study: The Board was presented with the proposal from Florida Reserve Study to update the reserve study.

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

Resolve: To approve the proposal from Florida Reserve Study.

McNeil Management Services, Inc.
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Roof Audit: The Board was presented with the proposal from REI Engineers to perform a roof engineering study. Board discussed buildings to receive attic inspections and outer visual inspections.

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

Resolve: To approve the proposal from REI Engineers.

Insurance Appraisal: The Board was presented with a proposal from Felten Professional Adjustment Team, LLC to perform an insurance audit.

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

Resolve: To approve the insurance appraisal proposal from Felten Professional Adjustment Team, LLC to perform an insurance audit.

Declaration Amendment Process Discussion: Board would like to present a Declaration amendment change to the membership regarding collections at foreclosure sales and gutters/downspouts. Manager recommended that the proposed Declaration amendment meeting occur in conjunction with the Budget meeting in September.

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

Resolve: To schedule the meeting regarding the Declaration amendment change in coordination with the Budget meeting in September.

Landscaping Proposals: The Board was presented with the following proposals from Juniper Landscaping: lift tree limbs at perimeter fence line; landscaping lighting at entry monument signs; mulch throughout the community; landscaping updates at entry signs; and install rock at three driveway locations.

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

Resolve: To approve the proposal to lift tree limbs at perimeter fence line only. Other proposals are on hold/tabled.

Pressure Washing: The Board reviewed and agreed to the pressure washing scope of work. Manager to collect proposals in preparation for the September meeting.

5. Adjournment

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

Resolve: To adjourn the meeting at 8:15 p.m.

Prepared by Manager on behalf of Secretary

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