

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Budget & Board of Directors Meeting
September 26, 2018
12511 Cedarfield Drive, Riverview FL 33579
Meeting Minutes**

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:40 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 represented McNeil Management.

2. Approval of Minutes

The Board reviewed prior meeting minutes dated June 27, 2018 as prepared by the Manager.

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

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

3. Management Reports

Manager presented the financial reports and management reports to the Board.

4. Business

Budget: A postcard notice was mailed on September 6, 2018 to all owners regarding the Budget Meeting. The Board of Directors reviewed the 2019 proposed budget with a zero increase. Elizabeth had concerns regarding funding for an insurance deductible. Manager to inquire with insurance broker if deductible is per building or unit. Elizabeth also suggested a \$5.00 per month per owner increase so to create a buffer for operating/reserves. The Board further discussed and decided to move forward with the zero increase to the 2019 assessment fee.

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

Resolve: To accept the 2019 proposed Budget with a zero increase to the monthly assessments.

Insurance Valuation: The Board engaged Felten Professional Adjustment Team to prepare an insurance valuation, to ensure that cost to coverage is accurate. Felton proposed a slight reduction in coverage. Insurance broker adjusted and Association received a small refund.

Roof Engineering Study: The Board engaged REI Engineering to study the interior and exterior roofs of selected homes. It was determined that the roofs are in need of repairs (exposed fasteners and shingles) in order to extend the life of the roofs for 4 more years, which aligns with the reserve study.

The manager engaged several roofing contractors and only one provided a proposal. The Board was presented with the proposal from Florida Southern Roofing to make repairs to exposed fasteners and shingles.

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

Resolve: To approve the proposal from Florida Southern Roofing as presented.

McNeil Management Services, Inc.
P.O. Box, 6235, Brandon, FL 33508-6004
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The manager also presented the Board with a Quality Assurance/Observations proposal from REI Engineering to ensure that the work performed by Florida Southern Roofing has been completed correctly.

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

Resolve: To approve the proposal from REI Engineering as presented.

Reserve Study: The Board reviewed the reserve study from Florida Reserve Study. The Study determined that the Association is in-line with reserve funding and no further changes are needed to the reserve study at this time.

Pest Control & Termite Protection: The Board was presented with 2 proposals for exterior pest control for household pests. The proposal from PestShield came in at the best price, and they are currently providing termite protection for all of the homes.

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

Resolve: To approve the proposal from PestShield for exterior pest control as presented.

Pressure Washing: The Board was presented with 4 proposals for pressure washing around the community. Elizabeth suggested a line item for the 2020 budget specifically for pressure washing funding.

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

Resolve: To approve the proposal from Gladiator Pressure Cleaning, Inc. as presented.

Mailboxes: The Board was presented with a proposal for the Manor style mailbox from Creative Mailbox. The Board suggested that the placement of the new mailboxes will bring uniformity and consistency to the community.

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

Resolve: To approve the proposal from Creative Mailbox for the Manor style mailboxes, to include the cement donut at the base of each mailbox.

Manager will send a letter to owners regarding projects to occur in October and November to all owners and current residents (tenants).

Landscaping:

Contract: The Board has communicated to Juniper regarding service and would like to see improvement to occur over the next month. The Board would like Juniper to replace the lanai kick plate and gutter downspout that was damaged by a weed wacker at 13332 Ashbark Court. Owners informed that lawn at 13355 & 13357 Ashbark Court is full of weeds. Owner informed that sprinkler is not working at 13359 Ashbark Court. Manager to reach out to Juniper regarding the concerns. The Board reviewed 2 proposals from landscapers, however decided to table to see how Juniper responds to the other concerns.

Mulch, Front Entry Enhancements & Front Entry Lighting: The Board has decided to table discussion of the proposals presented by Juniper until improvement in other areas is observed.

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Palm Tree Trimming: The Board was presented with proposals from 2 tree service companies to trim palm trees over 12' tall, which is not included in the current Juniper contract.

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

Resolve: To approve the proposal from Panorama Tree Service to trim 62 palms.

Electrical Box Tripped/Irrigation Controller Replaced: Manager indicated that the electrical box was tripping, causing a malfunction in the irrigation system. An electrician was sent out to troubleshoot. Juniper informed that electrical box was tripping because irrigation controller was fried and needed to be replaced, to ensure proper water coverage throughout the community. The irrigation controller was replaced by Juniper.

Board Member Resignation: Board President Nick Burkel resigned for personal reasons, effective immediately.

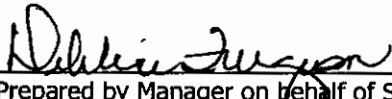
On Motion: Duly made by Elizabeth second by Deborah.

Resolve: To accept Nick Burkel's resignation as Board President.

5. Adjournment

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

Resolve: To adjourn the meeting at 8:10 p.m.


Prepared by Manager on behalf of Secretary

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