

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
June 13, 2019
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 President, Elizabeth Ghahary. Deborah Ferguson was 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 March 14, 2019 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. Betty indicated that she will look for a CD for part of the reserve funds.

4. Business

Building Painting: Manager presented 3 proposals to the Board. One additional proposal is expected next week. Timeline to paint: November 2019. Manager will send correspondence to all residents in October regarding expectations during the project.

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

Resolve: To wait for the 4th proposal and move forward with the lowest priced proposal.

Landscaping Improvements – Rocks Project: Manager engaged 3 landscapers and 2 returned proposals. Timeline for rock project: November/December 2019. In October, manager will send correspondence to all residents regarding expectations during the project.

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

Resolve: To move forward with the proposal from SharpeScapes.

Manager Comments: Manager presented an update from the landscaper. Manager indicated that Betty secured the community's insurance from RTI with a cost savings of \$8,374.34. Manager presented roof repairs report and indicated that the reserve study has roof replacement earmarked for Y-2023. Manager presented some landscaping request forms to the Board, and will forward onto the landscaper to address.

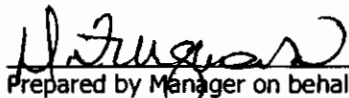
Board Comments: Small notice sign needs to be removed; manager will ask handyman to address. Newsletter and or a letter update will be sent to all owners regarding Fall/Winter projects.

5. Adjournment

Owners Comments: Manager received several landscaping concerns and will address with the landscapers.

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

Resolve: To adjourn the meeting at 7:06 p.m.


Prepared by Manager on behalf of Secretary

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