

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Budget & Board of Directors Meeting  
September 12, 2019  
South Cove Clubhouse  
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 June 13, 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.

**4. Business**

**2020 Budget:** The Board reviewed the proposed 2020 Budget. The Board discussed that an increase is needed based upon a 20% increase in insurance next year, future roof replacement costs, and landscaping improvement needs.

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

**Resolve:** To approve the 2020 Budget, increasing the assessment amount to \$200 per month.

**Fall/Winter Projects:** A letter will be mailed to owners regarding Fall/Winter projects and updates.

**Painting:** Certa Pro will begin the painting project on November 4, 2019.

**Landscaping Improvements:** Rocks project to begin January 15, 2020.

**Roof Replacement:** The Board received 4 proposals from roofing contractors, and 2 proposals from gutter contractors. The Board discussed that the reserve study has earmarked roof replacement for 2022 and estimated replacement cost at that time is \$454,319. The Association currently has \$432,307.89 in the reserves account. Since 2017, the Association has spent approximately \$21,000 for roof repairs. The Board decided to table discussion until the December-2019 Board Meeting.

**Mulch Proposal:** The Board reviewed the proposal from 360 ECO Solutions to place mulch in front beds of home. \$5,850 for red pine bark mulch or \$4,625 for cypress mulch. The Board would like to eventually shrink the beds to reduce the need for mulch. The Board decided to table discussion until the December-2019 Board Meeting.

**Manager Comments:** Manager walked the community with 360 ECO Solutions. They will either treat and seed or replace with sod for areas that have crab grass at 13353-13359 Ashbark Court. Manager indicated that the meeting sign has been destroyed by the elements. A new meeting sign will be ordered. Board asked for a volunteer to manage meeting sign placement at least 48 hours prior to Board Meetings, and 2 volunteers stepped forward.

**Board Comments:** The Board has decided to hold the December 4, 2019 Meeting in a Board member's driveway. Owners will be informed about this event to occur via regular mail.

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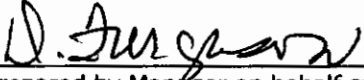
HOMEOWNERS ASSOCIATION, INC.

## 5. Adjournment

**Owners Comments:** Owner indicated that landscapers are not passing the correct way when mowing; they are blowing clippings into the lanai; manager to communicate with landscapers. Owner commented that landscapers should be more pro-active. Owners indicated that the ant problem is still occurring. The Board would like the center island at the cul-de-sac to be treated for ants and ant mounds, even though this piece of land is owned by the County. Manager to engage Turner Pest Control. Board provided name of another pest control service; manager to reach out to vendor for proposal.

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

**Resolve:** To adjourn the meeting at 7:21 p.m.



Prepared by Manager on behalf of Secretary