

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

June 11, 2020

McNeil Management Services, Inc.

1463 Oakfield Drive, Suite 142, Brandon, FL 33511

Meeting Minutes

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:33 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 13, 2020 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. Old Business

Architectural Rules & Regulation revisions: Postcard was mailed on May 18, 2020 to consider changes to the Architectural Rules & Regulations. The Board made numerous changes to the document. Owners and current residents will be provided with a copy of the new rules and regulations.

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

Resolve: To approve changes as presented.

Roof Replacement: In progress – about half-way through. Schedule behind due to COVID. Eagle Home Inspections will begin to provide Association with wind mitigations so that they can be presented to insurance broker for a reduction in insurance costs.

Painting Touch Ups: To be performed after roof replacement project has concluded.

5. New Business

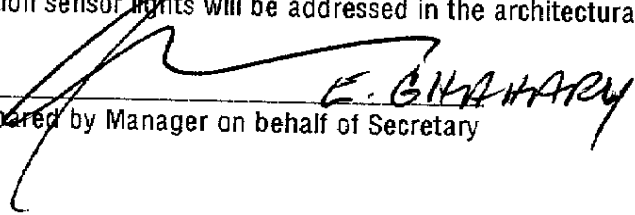
Manager Comments: Notification was mailed out on January 7, 2020 regarding the rock improvement project. Notification was mailed out on March 25, 2020 regarding the roof replacement project. Owner inquired about a Nominee Data Sheet to be distributed before the Annual Meeting so that owners can know who to vote for when submitting a proxy; the Board will include a Candidate Form in the Annual Meeting mailing for candidates to complete; candidate information will be made available on the Association's website when received, and distributed at the membership meeting. Unit ID # 10264 indicated that exponential amount of electricity was used during roof replacement; manager indicated that roofer stated that the saw used only generates 20 amps of electricity and would not exponentially increase the electric bill, asked if owner has been working from home during COVID event, and encouraged owner to engage TECO for an accurate reading (TECO has not been reading meters during COVID).

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

6. Adjournment

Board Comments: Light fixtures at the garages should remain identical. Solar lights are not allowed. The motion sensor lights will be addressed in the architectural standards.


Prepared by Manager on behalf of Secretary