

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting

September 10, 2020

VIA Zoom

Meeting ID 750 730 2693 and Passcode MMSI

## Meeting Minutes

### 1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:32 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 11, 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

**Roof Replacement:** In progress. Project should be completed in another 3 weeks. Roofing contractor stated that supply chains are still limited due to COVID.

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

### 5. New Business

**2021 Budget:** Manager indicated that notice regarding the 2021 Budget Meeting was mailed to all owners on August 24, 2020. The Board was presented with two scenarios – a 5% and 10% increase. The Board discussed and would like to exercise the 5% option. The assessments will increase from \$200 to \$210 per month beginning January 1, 2021.

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

**Resolve:** To accept the 2021 budget as presented.

**Palm tree trimming proposal:** The landscaping contract includes trimming of the palm trees annually; the trees were trimmed in April 2020. The Board indicated that palm tree seed pods are numerous and trimming of fronds needs to occur again this year. They were presented with a proposal for \$2,800 for trimming from SharpeScapes Landscaping.

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

**Resolve:** To accept the palm tree trimming proposal as presented.

**Manager Comments:** The annual fall newsletter was mailed to all owners and tenants on August 24, 2020. The revised architectural rules and regulations were mailed to owners on July 6, 2020.

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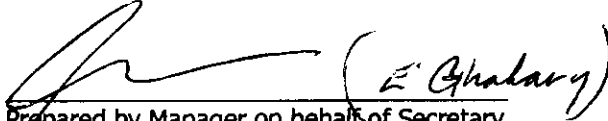
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## 6. Adjournment

**Owners Comments:** Owner inquired about solar tubes. Owner commented that Association's rules should be consistent with the Master Association's rules; manager will contact the Master Association regarding pending updates to their rules. Owner commented regarding parking on the streets; deferred to the Master Association who monitors thru a security company. Manager to reach out to Hillsborough County Community Resource Officer regarding their enforcement of untagged vehicles parked in driveways.

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

**Resolve:** To adjourn the meeting at 7:05 p.m.

  
Prepared by Manager on behalf of Secretary