

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
December 2, 2020
Virtual Meeting via Zoom
Meeting ID 879 8378 6046**

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. Board member 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 September 10, 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: Completed. Wind mitigation reports and warranties will be mailed to all owners after home inspector has completed inspections of at least 1 home in each building and then provides the wind mitigation reports.

Painting Touch Ups: To be performed this winter, most likely in February-2021.

Termite Protection: Association is required to provide termite protection for all homes. The Board reviewed 2 proposals and decided to engage Cruce Pest Management for termite protection, since Cruce is already providing pest control for outside of all homes. The proposal is for an initial liquid barrier and then annual renewal protection.

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

Resolve: To accept the proposal from Cruce Pest Management as presented.

5. New Business

5 Year Landscaping Improvements Plan: The Board discussed that Phase 1 rock replacement, which included rocks in the center of driveways and along the garage beds, was completed in early 2020. The board would like to see Phase 2 completed in 2021 to include shrinking of beds to reduce the need for mulch and removal of old/overgrown/outdated shrubs to achieve a cohesive look throughout the community (i.e. each building to have a slightly different scheme; board asked for red color shrubs). The board agreed that permanent curbing currently installed will remain in place until no longer viable, and temporary curbing will be removed. Betty indicated that beds may need irrigation conversion from heads to drip line. The Board would like to meet with SharpeScapes soon to discuss plans for Phase 2. Estimated cost of Phase 2 is approximately \$11,000.

The final phases will be completed in subsequent years to include removal of plants/trees on side yards if deemed not viable or unreasonably planted, or not within the schematic of the community; and the final phase will include the replacement of sod.

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Manager Comments: Water variance has been approved by Hillsborough County, which will give the Association more flexibility to water lawns, and not be held to restricted watering days. The board asked that watering schedule be placed on the Association's website.

6. Adjournment

Owners Comments: Owner indicated that he submitted an alteration application to place permanent curbing around his beds but was denied; the board indicated that the community's rules do not allow for permanent or temporary curbing, but that the board would see if change to the rules needs to occur.

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

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

Approved by BOD 3/11/2021

Prepared by Manager on behalf of Secretary