

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
September 9, 2021
Via Zoom**

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 June 10, 2021 as prepared by the Manager.

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

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. Manager indicated that the following notices were mailed to owners: Roof replacement conclusion (wind mitigation reports and warranties) on August 27, 2021 and the Safe Harbor Amendment was mailed on August 24, 2021.

4. Old Business - None

5. New Business

SharpeScapes presentation: Owners Rick and Stacey Czap presented a proposal to enhance landscaping at 4 buildings. The Board would like Rick to engage Susan Haddock from UF-Extension Office to meet on site with an owner and board members to discuss a new schematic and her recommendations for right plants in right locations. Rick will arrange and notify manager.

2022 Budget/Assessment: The manager indicated that notice was mailed to all owners on August 18, 2021. The Board reviewed the proposed Budget/Assessment and decided to increase the Assessments from \$210 per month to \$220 per month.

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

Resolve: To accept the budget and assessment increase from \$210 per month to \$220 per month.

The board would like to insert an Update from the President in the Assessment mailing that will be mailed at the end of November. Elizabeth to provide to manager.

Reserve Study: Manager to obtain cost to update reserve study (tabletop version).

Missed door painted at 13313 Ashbark Court: Completed by Certa Pro.

Dryer vent check by roofer: completed by Wayne Gonzalez Roofing.

6. Adjournment

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

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

Board of Directors APPROVED 12/2/2021

Prepared by Manager on behalf of Secretary