

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
March 3, 2022  
Summerfield Clubhouse  
13013 Summerfield Blvd., Riverview, FL  
Meeting Minutes**

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

The meeting was called to order at 6:37 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 December 2, 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 have been mailed to owners: 2022 Assessment Notice w/Budget and Board memo on November 30, 2021; rule change regarding outlets for electric vehicles on December 7, 2021; and landscaping improvements notice regarding buildings 7 & 8 on January 11, 2022.

**4. Old Business**

**Landscaping Enhancements:** Buildings 7 & 8 are now completed. The Board would like a proposal from SharpeScapes to work on buildings 4, 5 & 6. Manager to engage landscaper.

**Reserve Study:** Tabled until the next board meeting.

**5. New Business**

**Preservation of the Covenants and Restrictions:** Per Florida Statutes, the Board is required to annually consider the filing of a notice to preserve the covenants / restrictions affecting the community from extinguishment under Marketable Record Title Act (MRTA) at the 30-year mark. The Association is 19 years old so preservation is not a pressing concern at this time. The Board will need to have a meaningful conversation with the Association's attorney regarding preservation of the documents when the community comes closer to the 30-year mark.

**Mailboxes:** Handyman will test a product on Friday to determine if it shines up mailboxes and will share results with manager.

**Palm Tree Stump:** Stump will be left as-is. No removal.

**6. Adjournment**

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

**Resolve:** To adjourn the meeting at 7:15 p.m.

APPROVED BY THE BOARD OF DIRECTORS 6/9/2022

Prepared by Manager on behalf of Secretary