

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

June 9, 2022

Via Zoom

Meeting Minutes

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:34 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 March 3, 2022 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. The following notices were mailed to owners: 2022 Annual meeting notice on February 10, 2022; Landscaping enhancements notice on March 22, 2022 and April 1, 2022; 2021 Annual Report postcard on March 29, 2022; and notice regarding gutter vendors on site mailed on May 19, 2022. Betty provided information regarding amendment to Summerfield Master recorded April 21, 2022, that new parcel owners must own property for not less than 2 years before leasing. Manager informed that Summerfield Master is responsible for holding members accountable to this rule and placing on estoppel, not Cottages at Meadowbrooke.

4. Old Business

Reserve Study: Proposal received from Florida Reserve Study for \$1,600.

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

Resolve: To approve the proposal as presented.

Landscaping Enhancements: Last set of buildings need to be finished. Board would like the remaining 4 buildings to be completed in October/November. Manager to engage landscaper to send a proposal in September.

5. New Business

Notice of Document Preservation (MRTA): Association's attorney prepared the document and Board reviewed. Board members will sign the document and thereafter will be recorded with the County.

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

Resolve: To approve the Notice of Document Preservation as presented.

Gutters Evaluation: Pending proposals from 2 vendors regarding gutter need on homes.

Pressure Wash South Fence: Manager to obtain proposal from Gladiator Pressure Washing.

Erosion Evaluation: The Board will walk community and advise manager if a general contractor or engineer needs to be engaged for further evaluation.

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6. Adjournment

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

Resolve: To adjourn the meeting at 7:09 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON 9/15/22

Prepared by Manager on behalf of Secretary