

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
December 1, 2022  
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 September 15, 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. Notice was mailed to owners on October 7, 2022 regarding how to address owner concerns, street parking and pressure washing. Manager stated for the record that owners are responsible for repairing potable water breaks on outside of home. HOA is responsible for irrigation issues.

**4. Former Business**

**Landscaping enhancements:** Per SharpeScapes, new plants are under warranty for 1 year from installation. All but 6 buildings have new plants; the 6 may have to wait until the spring due to a lack of supply at the nurseries. In the spring, the rest of the buildings will receive updated landscaping. SharpeScapes recommended that owners cover plants during frost since they are new. SharpeScapes to provide an addendum to the contract for installation of quarterly annuals. Dusty millers and red salvia have been installed in front of each of the 2 monument signs. Two queen palms have been removed with stump grinding.

**Additional gutters:** Proposal from Vanguard Building Solutions was presented to the Board. Betty would like to meet with Vanguard first before moving forward. Manage to arrange.

**Cement brick under gutter extensions:** Plan will be established for implementing after new gutters have been installed.

**Erosion areas due to lack of gutters:** Will be addressed soon; concurrent with gutter installation.

**Pressure wash event:** Will occur January 23, 2023, unless further coordination needed regarding when gutter replacement event needs to occur.

**5. New Business**

**Attorney opinion – boundary wall:** Attorney provided opinion that the maintenance of the boundary walls of the community is that of the Association, and that lot owners are prohibited from placing structures, plantings, or other materials in the easement areas that damage or interferes with access or maintenance of these areas. There are a number of homes which have landscaping events in back yards which need to be addressed. Manager will inquire with attorney regarding outside of boundary wall responsibility.

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H O M E O W N E R S   A S S O C I A T I O N ,   I N C .

**Pest Control Company:** Robin with Cruce Pest Control has retired and sold the business to Repco Pest Control. They will now service the community. Manager to ensure that Repco will continue termite service on exterior of homes as well.

**6. Owner Comments:** Owner inquired about window grids. Board informed owner that window grids have been dismissed.

## **7. Adjournment**

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

**Resolve:** To adjourn the meeting at 7:16 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON MARCH 9, 2023

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Prepared by Manager on behalf of Secretary