

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting
March 9, 2023
Summerfield Clubhouse
13013 Summerfield Blvd., Riverview, FL

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 members Deborah Ferguson and Ray Landis were 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 1, 2022 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.

Officer Positions: The Board discussed the following positions: Elizabeth Ghahary, President; Debra Ferguson, VP/Secretary; and Ray Landis, Treasurer.

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

Resolve: To approve the officer positions as presented.

3. Management Reports

Manager presented the financial reports and management reports to the Board. The following notices were mailed to owners: 2023 Assessment Notice w/Budget and Board memo on November 30, 2022; 2023 Community Updates on January 9, 2023; Landscaping Improvements to buildings 11-12-13-14 on March 6, 2023. Traps set for burrowing animals and Priority One will check traps for capture. Annual termite inspection performed by Repco and no problems were found.

Board Comments: Debbie stated that it appears that sidewalk cement is lifting. Manager to speak to landscaping team to use caution around sidewalks. The Board would like to know if Sharpescapes is spraying for household pests outside. Betty informed that County will begin charging for reclaimed water in about 5 years. The Board would like a new meeting sign – banner; manager to engage vendor for proposal. Lights at monument signs need to shine on letters; handyman is working on it.

4. Old Business

Erosion/gutters: Discussion regarding a paver as a guard underneath back gutters. The Board determined that it is up to the owner to install a paver or gutter splash guard to help prevent erosion. Removing from future agendas; closed. Lanai erosion: Betty and Debbie to discuss list of questions, then Betty to meet with the Spartan Guy on site.

5. New Business

Clement Pride Blvd wall easement clarification: The Association's attorney and the Master Association both determined that maintenance, repair and/or replacement of the wall is the responsibility of Cottages at Meadowbrooke.

Clement Pride Wall Maintenance: The Board would like to engage Certa Pro to evaluate the wall for repairs and present a proposal to paint both sides of the wall. Manager will engage the vendor.

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Clement Pride wall insurance: Manager will email the insurance broker map for wall location. The insurance broker has recommended preparation of an updated insurance appraisal. Manager will reach out to previous vendor who prepared the insurance appraisal in 2018 for a proposal.

SWFWMD Water Variance: Variance signed and will be mailed to SWFWMD.

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's documents were last preserved in June-2022.

- 6. Owner Comments:** Owner comments regarding the upcoming landscaping project. Owner commented that she likes the plant selections placed in her yard. Other owner commented that he doesn't want his plants/trees removed. Pressure washing company needs to either bring their own water or utilize water from a hydrant during the next event; owners stated that their personal water was used for the event.

7. Adjournment

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

Resolve: To adjourn the meeting at 7:11 p.m.

APPROVED BY THE BOARD OF DIRECTORS 6/8/2023

Prepared by Manager on behalf of Secretary