

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
December 7, 2023
Via Zoom**

Meeting Minutes

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:32 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 September 7, 2023 as prepared by the Manager.

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

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.

4. Old Business

Landscaping: Owner stated that landscaping looks bad around her front yard at 13306 Ashbark Court. Ray will evaluate and will talk to Rick about it.

Clement Pride Blvd. Wall Renovation: Completed.

Front entrance Robellini Palms: Tabled. Trim fronds and revisit in about a year.

Palm trees in front of homes: Tabled. Revisit in about a year.

Shrubs under front windows of homes: Shrubs under windows have failed. Board is looking for replacement via warranty.

5. New Business

Termite Inspection: Occurs on December 8th. Ray will provide oversight.

Board Comments: Light out front on east side – bulb is out. Monument sign. Board to review the Architectural Guidelines to update to be more owner friendly.

Owner would like consideration for irrigation invoice recently received for moving lines in anticipation of installing a new lanai. Invoice is for more than quoted by landscaper by \$193. The Board decided that Association will pay the difference up front, but the owner will need to pay it back via a payment plan.

Owner Comments: Owner concern regarding new outside light; Board encouraged owner to submit an alteration application; manager offered to help owner if they stop by office. Owner concern regarding installing mulch behind his house where weeds grow. Board was ok with the improvement. Neighbor has tape on windows; survey team to address.

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6. Adjournment

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

Resolve: To adjourn the meeting at 7:46 p.m.

Approved at the March 7th, 2024 BOD Meeting

Prepared by Manager on behalf of Secretary