

**Townhomes of Brevard HOA
Board of Directors Meeting
May 10, 2023**

Minutes

1. Call to Order

The meeting was called to order at 6:04 pm.

2. Determination of Quorum

Quorum was established with 3/5 members present Tami Redmond and Joanne Minchak were absent.

3. Approval of Minutes- Amy McKowen motioned to approve the minutes from April 12, 2023, 2nd by Donna Campbell and approved by all.

4. Report of Officers: None

- a. **Financials-**Rick Whitman from Fairway Management reported that the Operating balance was \$53,516.67 and the Reserve balance was \$79,737.24 for a total of \$133,253.91 on April 30, 2023. Rick also reported that a certified letter was sent to the owner of Unit 26 advising him that if the account is not made current in 30 days, the account will be sent to the attorney for collections.

5. Old Business:

- a. **Declarations Revisions-**Donna Campbell indicated that she would contact the attorney for a status of the proposed changes.
- b. **Coach Lanterns-**Rick Whitman indicated that he purchased three of the coach lantern lights and the cost to owners will be \$130. Amy will keep the lights for dispensing to owners who need them. Rick will contact the owner of Unit 6 and advise her that the cost of a new light is \$130.
- c. **Roof Leaks-**Amy McKowen reported that the letter to homeowners was mailed out and from this point on any leaks reported are the responsibility of the individual owners.

6. New Business:

- a. **Patios on Common Property-**After considerable discussion it was agreed that the ARC form for the Townhomes of Brevard needed to be reviewed and if needed revised for approval at the June meeting. It was also agreed that a process for submitting, approving/denying and appealing needs to be finalized at the June meeting. These will be an agenda item for June 14th Board Meeting.
- b. **Roof Reserves-**The Board agreed that Rick Whitman will develop a Reserve Schedule with the Roof Replacement costing around \$800,000 and another Reserve Schedule that reserves for just the Roof Replacement Deductible of \$425,000 (5% of \$8,505.081). Rick will email the proposed Reserve Schedules to the Board before the June meeting.

Next Meeting-Wednesday, June 14, 2023, at 6pm at the carport

Adjournment-Motion to adjourn meeting at 7:25 pm, approved by all. Minutes prepared by Rick Whitman.