

**Townhomes of Brevard HOA
Board of Directors Meeting
September 14, 2022**

Minutes

1. Call to Order

The meeting was called to order at 6:00 pm.

2. Determination of Quorum

Quorum was established with 5/5 members present.

3. Approval of Minutes-Joanne Minchak motioned to approve the minutes from August 10, 2022, 2nd by Amy McKowen and approved by all.

4. Report of Officers: None

- a. **Management Report Financials**-Rick Whitman from Fairway Management reported that the Operating account had a balance of \$40,733.08 and the Reserves balance was \$126,798.64 for a total of \$167,531.72 as of August 31, 2022. Rick explained the insurance payments in 2021 as follows: The payment to Ranew in December of 2021 was for 85,318 and then an additional payment was made to Frontline in April of \$17,313 for a total of \$102, 631. The 2021 Budget for Insurance was \$77k so the difference (\$25,631) came out of Reserves. The 2022 Budget approved \$88k for insurance so assuming the next renewal will be around \$110K (Optimistic) the difference will have to come out of Reserves again. Not good news since efforts were made when the 2022 Budget was approved to increase to the \$310 a month thinking that another increase in 2023 might not be needed. Just want to make sure everyone is aware of what has taken place since the 2022 Budget was approved. We will start preparing the 2023 Budget next month and will try to keep it as tight as possible.
- b. **CINC Systems**-Rick Whitman advised the Board that Fairway Management of Brevard, LLC ended its agreement with CINC Systems.
- c. **Invoices and Checks**-The Board agreed to approve invoices by email and to then have Fairway Management issue e-checks to vendors. The Board approved Amy McKowen and Alberto Nobili to approve the invoices sent from the Bayside Lakes Office. These will be sent prior to the first and the fifteenth of each month. Checks will no longer be delivered to the HOA Box for signatures.
- d. **Budget Process**-Rick Whitman advised the Board that a draft of the 2023 Budget will be sent to them with the meeting information for the October 12th meeting for only a brief discussion and this meeting. The meeting on November 9, 2022, will be used to approve the 2023 Budget.

5. Old Business:

- a. **Invasive Trees**-The Board reported that Jeremy cut down five palm trees including the one that was near the electrical lines on Unit 41. Rick was asked to notify Richard from In Motion to reroute the irrigation line around the stump of the palm tree.
- b. **Gutter Cleaning**: Rick Whitman will contact Jeremy again about having the gutters cleaned.
- c. **Declarations Revisions**-Donna Campbell, Amy McKowen and Joanne Minchak met with Patrick Anderson the attorney who filed an amendment back in 2004.

Donna will contact Patrick to receive a status of the Declarations expiration and the checking of Unit 26 back to inception.

- d. **Rats**-The Board agreed to maintain the traps if any rats were captured in the past few weeks.
- e. **Flashing Issues**-The Board agreed to hold off on replacing the flashing on any of the units not done when the roofs were replaced in 2018.

6. New Business:

- a. **Unit 46 Leak**- Amy Mckowen motioned to approve the quote from Willie Thorpe of \$650.00 to repair the roof on Unit 46, using a limited amount of new shingle, 2nd by Joanne Minchak and approved by all. Rick Whitman is to notify the owner of Unit 46 of the pending work and also Willie Thorpe.
- b. **Unit 1 Fence**-Donna Campbell will contact the police to file a report of the fire damage done to the fence behind Unit 1.
- c. **Unit 26**-The Board approved a letter requesting that the golf cart be removed, that the vehicle parked in a Guest space be removed and the items being stored in the parking area be removed from the property. Rick Whitman will tag the vehicle on Monday, September 19th for towing.
- d. **Fining Committee**-Rick Whitman advised the Board that a Fining Committee of three non-board members is needed in order to fine any owner. The Board will contact some of the owners for possible members of the Fining Committee for the next meeting.

Next Meeting-Board Meeting on October 12, 2022, at 6pm

Adjournment-Motion to adjourn meeting at 7:13 pm, approved by all.

Minutes prepared by Rick Whitman.