

# TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

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## Board of Directors Meeting October 23, 2018

SouthShore Regional Library  
Ruskin, FL

### Meeting Minutes

#### 1. Call to Order – Certifying of Quorum

The meeting was called to order by John Lee, President at 6:20 p.m. It was confirmed that the meeting notice was mailed to all owners at least 15 days in advance. Director Ron Estes was also present. It was determined that a quorum was established. Associa was not in attendance.

#### 2. Approval of Minutes

The Board will review the prior meeting minutes at an upcoming meeting.

#### 3. Business Operations

**Management Transition:** Board members conducted a general discussion regarding transition of management responsibilities from Associa to McNeil Management Services, Inc. Board members have several questions and will be following up with McNeil Management regarding transition procedures and schedule.

**Upcoming Meetings:** Board members discussed possible options for upcoming meeting dates/times. Nothing decided at this time, but will get with McNeil Management regarding options.

**2019 Budget – Discussion/Approval:** Board members discussed the proposed 2019 budget. John Lee passed along a recommendation from McNeil Management that the quarterly assessment amount be lowered to a whole dollar amount, to promote/improve the accuracy of homeowner payments. Board discussed a slight decrease in the assessment amount, based on this recommendation.

**On Motion:** Duly made by John Lee, second by Ron Estes and carried unanimously.

**Resolve:** To approve the 2019 Budget/Assessment at \$940/unit/year, to be collected via quarterly payments of \$235/unit in Jan/Apr/Jul/Oct.

#### 4. Adjournment:

There were no homeowners in attendance, so the Board did not conduct an open session for comments.

**On Motion:** Duly made by John Lee, second by Ron Estes and carried unanimously.

**Resolve:** To adjourn the meeting at 7:10 p.m.

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Prepared by Manager on behalf of Secretary