

TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting December 5, 2018

South Cove Community Center
Riverview, FL

Meeting Minutes

1. Call to Order – Certifying of Quorum

The meeting was called to order by John Lee, President at 6:35 p.m. Board members Brian Bistany and Ron Estes were also present, therefore quorum was established. It was confirmed that the meeting notice was posted at least 48 hours in advance. Doug and Pamela Pinner and Jennifer Conti represented McNeil Management.

2. **Approval of Meeting Minutes:** The Board reviewed the prior meeting minutes as prepared by the Manager.

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

Resolve: To approve the prior meeting minutes as presented.

3. Business Operations

Financials: Board members discussed financial reports from previous management company. Board discussed write offs for assessment balances and reimbursements for owners with a credit.

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

Resolve: To write off assessment balances less than \$25.00 and reimburse owner credits over \$5.00. Send one final letter to anyone with an outstanding balance prior to further action per the association collection policy.

Community Forms: Board members discussed and reviewed community forms, signed the Board Certification form and discussed community website.

4. **Estoppel Resolution:** Board discussed and signed the Estoppel Resolution.

On Motion: Duly made by Brian, second by John and carried unanimously.

Resolve: To adopt Estoppel Resolution.

5. **Uniform Collection Policy:** Board discussed and signed the Uniform Collection Policy.

On Motion: Duly made by Brian, second by John and carried unanimously.

Resolve: To adopt the collection policy.

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6. Attorney Representation Agreement: Board discussed and signed the Attorney Representation Agreement.

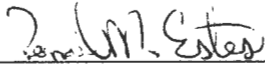
On Motion: Duly made by Jon, second by Brian and carried unanimously.

Resolve: To allow Tankel Law Office to handle collection matters.

7. Adjournment

On Motion: Duly made by John, second by Brian and carried unanimously.

Resolve: To adjourn the meeting at 8:30 p.m.



Prepared by Manager on behalf of Secretary