

TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

March 5, 2019

Following the Annual Meeting

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 6:10 p.m. Board member Ron Estes was also present, therefore quorum was established. It was confirmed that the meeting notice was mailed to owners with the annual meeting mailing. 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 Lee, second by Ron and carried unanimously.

Resolve: To approve the prior meeting minutes as presented.

3. Reports:

Manager Report: Manager presented the financial and management reports and answered questions.

Community Letter: Board members reviewed the Community Rules Memo that was mailed to all owners on February 19th, 2019. Board requested a second letter be mailed to all owners prior to pursuing violations, to give owners a chance to self-correct.

4. Business Items:

Westcoast Landscape Proposal: Board members reviewed the proposal from Westcoast Landscape regarding the removal of palm trees throughout the community. Board requested manager to obtain two additional bids for their review.

Tenant Security Deposit: Board discussed the application fee on the lease application and requested the fee be increased to \$75.00 and remove the deposit fee of \$200.00.

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

Resolve: To increase the lease application fee to \$75.00 and remove the \$200.00 deposit fee.

5. Adjournment

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

Resolve: To adjourn the meeting at 7:25 p.m.



Prepared by Manager on behalf of Secretary