

TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting September 3, 2019

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 6:11 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 budget 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.

4. Business Items:

2020 Budget: Board reviewed the 2020 Proposed Budget/Assessment.

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

Resolve: To approve the 2020 Budget with the annual assessment remaining at \$940.

Letter Board: Board discussed installing a letter board at the entrances of the community. Manager will send ideas/pricing for the boards review.

Doggie Station: Board discussed bids from vendors for a doggie station service. Board would like to move forward on using a service.

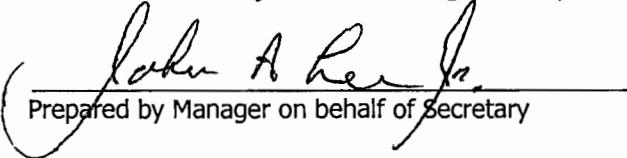
On Motion: Duly made by John Lee, second by Ron and carried unanimously.

Resolve: To approve the bid from Yard Guards for a weekly emptying and removal of dog waste.

5. Adjournment

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

Resolve: To adjourn the meeting at 7:18 p.m.


Prepared by Manager on behalf of Secretary