

# TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting September 1, 2020

Zoom

### Meeting Minutes

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

The meeting was called to order at 6:15 p.m. Board member Brian Bistany, Ron Estes and John Lee were also present, therefore quorum was established. 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 Brian Bistany 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

**2021 Budget:** Board reviewed the 2021 Proposed Budget/Assessment.

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

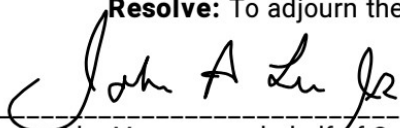
**Resolve:** To approve the 2021 Budget with the annual assessment at \$940.

**Community Landscaping:** Board discussed overgrown trees hitting rooftops throughout the community. Manager will follow up with survey team to address violations with homeowners.

#### 5. Adjournment

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

**Resolve:** To adjourn the meeting at 7:24 p.m.

  
-----  
Prepared by Manager on behalf of Secretary