

# TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting June 8, 2021

### Zoom Meeting Minutes

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

The meeting was called to order at 6:06 p.m. Board member 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 Ron Estes, second by John Lee 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

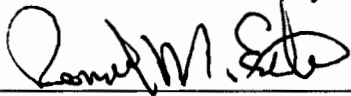
**Landscape Review:** Board reviewed current contract and discussed issues throughout community. Manager provided Ron Estes with contact information so the board can follow up with concerns or outstanding issues. Manager will copy Ron when corresponding with Westcoast Landscape.

**Annual/Budget Meeting:** Board discussed holding their Annual meeting on September 14, 2021 combined with their Budget meeting. Manager will find a venue that can accommodate accordingly.

**Zoom Meetings for 2022:** Board requested that board meetings be held via Zoom in 2022, with the option to meet in person for their annual membership meeting.

#### 5. Adjournment

**On Motion:** Duly made by John Lee, second by Ron Estes and carried unanimously.  
**Resolve:** To adjourn the meeting at 7:00 p.m.



Prepared by Manager on behalf of Secretary