

# TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

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## Board of Directors Meeting September 14, 2021

Following Annual Meeting

### Meeting Minutes

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

The meeting was called to order at 6:30 p.m. Board members Ron Estes and John Lee were 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 Ron Estes 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

**2022 Budget:** Board reviewed the 2022 Proposed Budget/Assessment.

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

**Resolve:** To approve the 2022 Budget with the annual assessment at \$940.

**2022 Board Meeting Schedule:** Board reviewed the 2022 meeting schedule. The board will continue to meet via Zoom with the exception of the Annual Meeting being held at the Summerfield Amenity Center.

#### 5. Adjournment

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

**Resolve:** To adjourn the meeting at 7:16 p.m.

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Prepared by Manager on behalf of Secretary