

# TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Budget Meeting September 12, 2023 Zoom

### Meeting Minutes

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

The meeting was called to order at 6:04 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. Board reviewed the violation report and determined appropriate action on the following enforcement matters.

- #10393– Final
- #10396 – Final
- #10399 - Final

#### 4. Business Items

**2024 Budget:** Board reviewed the 2024 Proposed Budget/Assessment.

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

**Resolve:** To approve the 2024 Budget with the annual assessment at \$800.

**Off Duty Sheriff Patrol:** Board requested Off Duty Patrol through the holiday season.

**Landscape Proposal:** Board requested manger to obtain bids for a new landscaping contract for their community, to possibly replace current landscaper. Board will review and determine next step.

#### 5. Adjournment

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

**Resolve:** To adjourn the meeting at 6:57 p.m.

*Approved by Board of Directors 3/5/24*

Prepared by Manager on behalf of Secretary