

**BAYTREE CORPORATE PARK OWNERS' ASSOCIATION  
BOARD MEETING**

DATE: April 26, 2021  
TIME: 4:30 PM  
PLACE: Using Zoom App due to Coronavirus Protocols

**IN ATTENDANCE ON ZOOM:**

Charles Schillinger-President, Dr. Emilio Roig  
Rick Whitman-Property Manager

**CALL TO ORDER**

Rick Whitman called the meeting to order at 4:36 PM.

**CERTIFICATION OF QUORUM**

A quorum was established with 2 out of Board members present.

**PROOF OF NOTICE**

Rick Whitman stated that notice of the meeting was provided in accordance with the Association Bylaws.

**MINUTES**

The last board meeting due to coronavirus was December 14, 2020 and minutes approved.

**BOARD ADDITION**-Charles Schillinger motioned and Dr. Roig seconded to add Dr. Jeffrey Locke to the Board of Directors. Rick will send the Declarations and ARC Guidelines to Dr. Locke.

**FINANCIALS**-Rick Whitman from Fairway Management reported that the Operating Account has a balance of \$9,740.03 and a Reserves balance of \$7,653.77 for a total of \$17,393.80 as of March 31,2021. Rick also reported that all accounts are current as of March 31,2021.

**OLD BUSINESS-None**

**NEW BUSINESS-**

- a. **Inspections**-Rick indicated that he will be sending a Spring Beautification letter to all twenty-one businesses highlighting several areas that need to be checked and corrected before the next inspection at the end of May.
- b. **Monument Sign**-Rick indicated that he will have the monument sign on Capron Ct cleaned in the next two weeks.

**Next Meeting**–July 26, 2021 using the Zoom App.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 4:45 PM.

Minutes respectfully Submitted by Rick Whitman, Fair/Way Management of Brevard, Inc.