

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

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

IN ATTENDANCE ON ZOOM:

Charles Schillinger-President, Dr, Jeffrey Locke, (Later Dr. Emilio Roig)
Rick Whitman-Property Manager

CALL TO ORDER

Rick Whitman called the meeting to order at 4:30 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 April 26, 2021, and minutes approved.

FINANCIALS-Rick Whitman from Fairway Management reported that the Operating Account has a balance of \$6,868.88 and a Reserves balance of \$7,654.68 for a total of \$14,523.56 as of June 30, 2021. Rick also reported that all accounts are current as of June 30, 2021.

OLD BUSINESS:

Monument Sign-Rick Whitman confirmed that the monument sign was cleaned and that the stop sign at Capron and Bedford Drive was replaced.

Mailing-Rick confirmed that the mailing went out and that several properties will need letters regarding areas that need correcting.

NEW BUSINESS- None

Next Meeting–October 25, 2021, using the Zoom App. To approve the 2022 Budget. Rick will have the 2022 Budget Worksheet to the board the first week of October.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:41 PM.

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