

**Townhomes of Brevard HOA
Board of Directors Meeting
July 13, 2022**

Minutes

1. Call to Order

The meeting was called to order at 6:00 pm.

2. Determination of Quorum

Quorum was established with 4/5 members present (Alberto Nobili was absent).

3. Approval of Minutes- Amy McKowen motioned to approve the minutes from May 11, 2022, 2nd by Joanne Minchak and approved by all.

4. Report of Officers: None

- a. **Management Report Financials-**Rick Whitman from Fairway Management reported that the Operating account had a balance of \$23,516.25 and the Reserves balance was \$126,721.76 for a total of \$150,238.01 as of June 30, 2022. Rick indicated that Unit 26 has not paid any assessments in 2022 and Amy McKowen motioned to send to collections, 2nd by Joanne Minchak and approved by all. Rick will check the Operating Balance for accuracy.

5. Old Business:

- a. **Invasive Trees-**The Board would like the stumps leveled if not able to remove.
- b. **Gutter Cleaning:** Rick Whitman will contact Jeremy to remind him to clean the gutters.
- c. **Declarations Revisions-**Amy McKowen will get with the other board members and determine a day and time to continue to review the Declarations for changes.

6. New Business

- a. **Rats-**The Board decided to hold off on having any traps installed until there were additional complaints about seeing rats other than from the renovation work.
- b. **Unit 15 Grass-**The owner of unit 15 asked to have the irrigation checked so that the new sod is getting watered.
- c. **Building 6 Trash Room-**The Board asked to have letters sent to Units 39, 40 and 41 requesting that they put out the trash every week.
- d. **Vendor Payments-**There was a concern about paying for partial work completed and Rick Whitman explained that with the new CINC System, the Board will approve invoices and can delay payments then for partial work.
- e. **Trash Room Signs-**Tammy Redmon will send a picture of the signs that exist to Rick and the Board will decide which signs they want and where for the Trash Rooms.
- f. **Flashing Issues-**In addition to Unit 46, the Board would like all of the flashing replaced on the units that were not done when the roofs were replaced. Donna Campbell motioned to have Pops Stucco replace the flashing on the roofs that were not done in 2018, 2nd by Amy McKowen and approved by all. Donna to send list of the roofs not done to Rick Whitman, for Pops Stucco.
- g. **Irrigation Issues-**The Board agreed that the sprinkler heads hindered by shrubs should be moved by InMotion-Rick Whitman to contact In Motion to make sure all areas are being watered.
- h. **Unit 4 Gate-**Unit 4 gate is broken and is being repaired.
- i. **Unit 42-**Rick Whitman will have Jeremy check the area around Unit 42 for where sod needs to be put down.

Next Meeting-Board Meeting on August 10, 2022, at 6pm

Adjournment-Motion to adjourn meeting at 6:55 pm, approved by all.

Minutes prepared by Rick Whitman.