

**Townhomes of Brevard HOA  
Board of Directors Meeting  
January 12, 2022**

**Minutes**

**1. Call to Order**

The meeting was called to order at 6:01 pm.

**2. Determination of Quorum**

Quorum was established with 4/5 members present (Joanne Minchak was absent).

**3. Approval of Minutes-Amy Mckowen motioned to approve the minutes from December 8, 2021, 2<sup>nd</sup> by Donna Campbell and approved by all.**

**4. Report of Officers: None**

**5. Management Report**

a. **Financials**-Rick Whitman from Fairway Management reported that the Operating account had a balance of \$41,339.51 and the Reserves balance was \$61,995.30 for a total of \$103,334.81 as of December 31, 2021. Rick indicated that the December financial have not been reconciled and that in March a cash analysis will be done, and any excess cash can be transferred from the Operating account to the Reserves by the Board.

**6. Old Business:**

- a. **Unit 6**-Rick Whitman reported that the owner of Unit 6 has not responded to the certified letter, nor has she been down to check on the unit. The Board agreed that Rick should contact the attorney to determine the next steps the Association should take with this unit owner.
- b. **Hawthorns**-Melbourne Landscaping completed the planting to 60 hawthorn bushes.

**7. New Business**

- a. **Sewers**-Donna Campbell reviewed the issues related to Unit 10 and the sewer backup that required the County to repair a pipe. The Board agreed to go around with Jeremy from Melbourne Landscaping to determine which trees should be removed to avoid further damage to below ground pipes. Donna will contact Jeremy and coordinate the meeting with the Board. Rick was asked to save the email from Donna that summarized the sewer situation.
- b. **Board Candidates**-All current Board members agreed to be candidates for the Board in 2022. Rick is trying to confirm whether the church will accommodate the Annual Meeting.
- c. **Solar Light**-Alberto Nobili will look into getting solar lights for the trash rooms.
- d. **Survey**-Rick was asked to once again look into getting each building surveyed.

**Next Meeting-Annual Meeting February 10, 2022, at 6pm**

**Adjournment**-Motion to adjourn meeting at 7:06 pm, approved by all. Minutes prepared by Rick Whitman.