

**Townhomes of Brevard HOA
Board of Directors Meeting
November 10, 2021**

Minutes

1. Call to Order

The meeting was called to order at 6:02 pm.

2. Determination of Quorum

Quorum was established with 4/4 members present.

3. Approval of Minutes

Joanne Minchak motioned to approve the minutes from October 13, 2021, 2nd by Amy Mckowen 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 \$83,513.92 and the Reserves balance was \$95,598.93 for a total of \$179,112.85 as of September 30, 2021. Rick indicated that as of today's meeting there were no accounts in arrears.
- b. **2022 Budget Approval**-Rick Whitman presented the 2022 Budget Worksheets that set the Monthly fees at \$300 and \$310. Rick explained in detail that the difference in the two proposed budgets was the amount that would be put into the Reserves. After a lengthy discussion, Amy Mckowen motioned to approve the \$310 Monthly Fee Budget and set the Reserve Contribution at \$59,287.01, 2nd by Donna Campbell and approved by a 3-1 vote with Alberto Nobili not approving.
- c. **2022 Budget Letter**-Donna Campbell offered to develop a letter to all owners explaining why the Monthly Fee is being increased from \$291 to \$310. Donna will send the draft of the letter to the Board and Rick Whitman for revisions so that the final version can be mailed to the owners before the 2022 Budget is mailed to them.

6. New Business

- a. **Hawthorne Bushes**-Rick Whitman was asked to contact Jeremy from Melbourne Landscaping to have the missing and dead Hawthorne bushes replaced right away.
Rick was also asked to contact Richard Jesperson to have drip lines along all of the garden beds with hawthorn bushes.
- b. **Unit 6**-Rick Whitman was asked to contact the owner of Unit 6 and put pressure on her to come check her unit out and have the repairs needed done.

Next Meeting-December 8, 2021, at 6pm (If needed)

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

Minutes prepared by Rick Whitman.