

**Townhomes of Brevard HOA  
Board of Directors Meeting  
January 13, 2021**

**Minutes**

**1. Call to Order**

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

**2. Determination of Quorum**

Quorum was established with 3/3 members present.

**3. Approval of Minutes**

Amy McKowen motioned to approve the minutes from November 11, 2020, 2<sup>nd</sup> by Amy Mckowen and approved by all.

**4. Report of Officers: None**

**5. Management Report**

- a. **2021 Budget Approval**-Rick Whitman from Fairway Management reported that the Operating account had a balance of \$27,254 and the Reserves balance was \$61,406 for a total of \$88,660 as of December 31, 2020. Rick indicated that as of today's meeting there were no delinquent accounts. Rick also reported that if there were no funds taken out of Reserves during 2021 the estimated balance at the end of 2021 would be \$106,402. Rick was asked to confirm how the insurance payment of \$85k was paid. Donna Campbell requested that when the next budget is approved that a letter goes out to all explaining the reasons for the increase-this will be brought up at the meeting to approve the 2022 Budget.

**6. Old Business**

- a. **Unit Gate Repairs**-Donna Campbell will paint the new gate on Unit 25. Rick was asked to send a letter to Unit 24 to repair their gate.

**7. New Business:**

- a. **Violations**-Rick was asked to invoice Unit 26 \$150 for the oil spill cleanup and to notify Unit 28 that Unit 27 had a cable running across their roof.
- b. **Fence Post**-Donna Campbell requested that a post be put between the Townhomes fence and the Churches fence to keep people from crossing through at that location. Amy McKowen will check on the situation and ask Alberto Nobili for a detailed estimate to install the post, if necessary.

**Next Meeting-Annual Meeting-February 10, 2021 using the Carports and requiring masks and social distancing.**

**Adjournment**-Motion to adjourn meeting at 6:43 pm, approved by all. Minutes prepared by Rick Whitman.