

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

DATE: July 24, 2023
TIME: 4:30 PM
PLACE: Using Zoom App

IN ATTENDANCE ON ZOOM:

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

CALL TO ORDER

Rick Whitman called the meeting to order at 4:31 PM.

CERTIFICATION OF QUORUM

A quorum was established with 2 of the 3 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 of April 24, 2023, minutes approved.

FINANCIALS

- a. **June Financials**-Rick Whitman reported that the Operating Account had a balance of \$8,577.40 and the Reserves balance was \$7,709.76 for a total of \$16,287.16 as of June 30, 2023. Rick indicated that the 2024 Budget Worksheet will be sent to the Board by the end of September using August financials as the base. The Board will then approve the 2024 Budget at the October 30, 2023, Board Meeting.

OLD BUSINESS: None

NEW BUSINESS-

- a. **Weeds**-Rick Whitman reported that the weeds around the monument sign were sprayed with Weed Killer.
- b. **Monument Sign**-Rick Whitman will contact Kendall Signs to check the signage for possible repairs before serious repairs are needed.
- c. **1329 Bedford Drive**-Rick Whitman will contact Rick Singer to have the grass growing by the entrance fence trimmed.
- d. **Lot Across from 1331**-Rick Whitman will contact owner of lot to have the debris removed.

Next Meeting—Board Meeting, Monday, October 30, 2023, using the Zoom App.

ADJOURNMENT

With no further business to come before the Board a. meeting was adjourned, at 4:37 PM.

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