

**Townhomes of Brevard HOA
Board of Directors Meeting
July 14, 2021**

Minutes

1. Call to Order

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

2. Determination of Quorum

Quorum was established with 3/4 members present. (Alberto Nobili was absent)

3. Approval of Minutes

Joanne Minchak motioned to approve the minutes from June 9, 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 \$66,438.44 and the Reserves balance was \$84,199.75 for a total of \$150,638.19 as of June 30, 2021. Rick indicated that as of today's meeting there were no accounts in arrears. Rick was asked to check on the \$900 check to Housman in June-should not have been paid.

6. Old Business

- a. **Building Survey**-Rick Whitman reported that he has been unsuccessful in finding a survey vendor. But he will continue to pursue a vendor.
- b. **Unit 6**-Rick Whitman reported that Unit 5 owner paid the initial repair invoice of \$1100 was sending a check for the additional \$500 (the \$1600 final invoice was sent to the Unit 5 owner).

7. New Business

- a. **Sealing of Parking Lots**-Rick Whitman reported that the mailing went out this week and the sealing was on schedule for July 19th. Rick was asked to have the No Parking signs covered so people would know to park on the street.
- b. **Owners Who Rent Units**-The Board agreed to have Rick Whitman develop a letter to all owners explaining the need to comply with the rules and to have their properties checked regularly. Rick will send the letter to the Board for final review before mailing.
- c. **Unit 51**-Rick to request new lease from owner of Unit 51.

Next Meeting-September 8, 2021, at 6pm (August will be cancelled unless needed).

Adjournment-Motion to adjourn meeting at 6:52 pm, approved by all.

Minutes prepared by Rick Whitman.