

**Townhomes of Brevard HOA
Board of Directors Meeting
April 13, 2022**

Minutes

1. Call to Order

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

2. Determination of Quorum

Quorum was established with 3/5 members present (Donna Campbell and Tammy Redmon were absent).

3. Approval of Minutes-Joanne Minchak motioned to approve the minutes from March 9, 2022, 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 \$47,944.44 and the Reserves balance was \$91,825.18 for a total of \$139,769.62 as of March 31, 2022. Rick indicated that Unit 26 has not paid any assessments in 2022 and Amy McKowen will send Rick the most recent name and address according to the Appraiser website.

6. Old Business:

- a. **Survey Update**-Rick Whitman reported that Smith Surveyors is too busy at this time to provide a quote to survey all eight buildings and units. Rick will continue to pursue other surveyor vendors
- b. **Invasive Trees**-Amy McKowen indicated that the first marked trees have been removed by Melbourne Landscaping. Rick was asked to find out what Jeremy plans to do with the remaining stumps.
- c. **Gutter Cleaning**-Amy McKowen motioned to approve the \$1900 for quote from Melbourne Landscaping, 2nd by Joanne Minchak and approved by all. Rick was asked to notify Jeremy and to find out if his insurance covers such work.
- d. **Declarations Revisions**-Amy McKowen reported that no work has been done to revise the Declarations.

7. New Business

- a. **Unit 10 Request**-Joanne Minchak motioned to approve paying Unit 10 owners \$600 towards the invoice from Rooterman of \$1200 for sewage work in January 2ND by Amy McKowen and approved by all.
- b. **Communications**-Rick Whitman explained that Fairway Management has an emergency number which is covered 24/7 and should be used by owners for emergencies such as the sewage issue. The Board agreed that the timing on a holiday weekend added to the difficulties of resolving the issue.
- c. **Unit 26 Commercial Vehicle**-Rick was asked to notify Sun Coast Electric that their vehicle is not allowe to be parked overnight on Townhomes of Brevard property.
- d. **Next Meeting-Board Meeting on May 11, 2022, at 6pm**

Adjournment-Motion to adjourn meeting at 6:28 pm, approved by all.

Minutes prepared by Rick Whitman.