

MCHOA Board Meeting

Meeting Minutes

July 07, 2023, 5:00 pm

1. Call Meeting to Order (Adam)
 - a. Meeting called to order at 5:00 pm
 - b. Board Members and HOA members in attendance
 - i. Adam Martelon, President
 - ii. Peter Flores, Vice President
 - iii. Angela Delgado, Secretary/Treasurer
 - iv. Linda Cutting, Outbound President

2. Introductions (Adam)
 - a. New board members introduced themselves and confirmed their new board assignments: Adam Martelon as President, Peter Flores as Vice President and Angela Delgado as Secretary & Treasurer.
 - i. Linda Cutting confirmed Tim Wallace was eligible to join the board. Tim Wallace TBD Member at Large.

3. Board Duties/Conduct (Adam)
 - a. Duties of Officers reviewed in accordance with MCHOA By Laws, Article viii, Officers and their duties, Section 8.
 - i. Member at large defined as liaison between board and community. Other duties as assigned per acceptance.
 - b. Communication guidelines between board members
 - i. Professionalism and respect when conducting HOA business between board members. Text messaging between board members for quick communication and email for matters requiring detailed correspondence.
 - ii. HOA business to be conducted Mon - Fri 9am to 9pm. (All agreed)
 - c. Community Communication
 - i. Respond to inquiries ASAP, not to exceed 24 hours. If received on the weekend or holiday, the 24 hour response window will begin at 9am the following business day.
 - ii. Official notices to the community will be written or in official HOA Community meetings and meeting minutes posted on the Meadow Cove HOA website. No official communication will occur on Facebook.
 - d. Monthly Board Meetings
 - i. Board to agree on a day of the month for board meetings.

- ii. Post board meeting schedule for the remainder of the year on community website ASAP.
 - iii. Board to agree on an agenda and post to the HOA website 48 hours in advance of the meeting.
- 4. HOA records (Adam)
 - a. Last 7 years of records to be reviewed by Adam, Angela, and Linda on 7/13 6:30pm. Other board members optional.
- 5. Assume responsibility of HOA Accounts (Adam)
 - a. All accounts, passwords, control and documentation to be turned over to the new board by Linda. Access to include FL SunBiz, Chase Bank, Gmail, USPS Mail box, Weebly (MC HOA Website), HOA Zoom, FP&L, Water, Zelle, financial ledger spreadsheet and homeowner list. Specific financial access and documents such as the ledger, banking access, FP&L ect. will be sent directly to the President and Treasurer to maintain accountability.
- 6. HOA Finances (Linda)
 - a. Linda stated a balance of (\$5000) must remain in account at all times, and per her calculations (\$1700) will remain in HOA bank account at the end of this year.
 - b. Linda discussed what had been accomplished over the last three months, the state of dues, estoppel checks and upcoming payments. Provided context as to the current state of affairs and what she thought could be improved.
- 7. Meet & Greet (Adam)
 - a. Scheduled July 11, 2023 at 7:00pm Northside Community Church
 - b. New board members will be announced and available to answer questions, no official HOA decisions will be made at the meet & greet.
 - c. Linda to welcome the new board as part of the transition.
- 8. Meeting adjourned at 07:59 pm (Adam)
 - a. Adam motions to adjourn the meeting, Angela seconds, all approved.