

**MCHOA Board Meeting**

## Meeting Minutes

August 28, 2023, 6:30 pm

1. Call Meeting to Order (Adam)
  - a. Meeting called to order at 6:32 pm
  - b. Board Members and HOA members in attendance
    - i. Adam Martelon, President
    - ii. Peter Flores, Vice President
    - iii. Tim Wallace, Member at Large
    - iv. Homeowners: Julio & Maria Rivera, George McAfee, Linda Cutting, Rhoda & Don Phillips, Sabrina Gould, Bob Lanie, Bob/Jennifer Bouchillon.
2. Introductions (Adam)
  - a. Adam Martelon introduces himself as well as Peter Flores and Tim Wallace for the meeting and goes over the agenda for the meeting. Agenda is set out to be what the board has accomplished since taking over on 10 July, ongoing and future projects, asks from the community and a Q&A at the end.
3. HOA Board actions since 10 July 2023 (Adam)
  - a. 10 July 2023: Sunbiz Changed to reflect the new HOA board.
  - b. 10 July 2023: HOA Attorney informed of HOA board change.
  - c. 11 July 2023: HOA Meet & Greet with the community at North Side Church.
  - d. 15 July 2023: Bank & Post Office changed over to new HOA board.
    - i. Angela Delgado (Treasurer & Secretary) and Adam Martelon (President) changed over all of the account information at Chase.
    - ii. Post office changed over to the new board for the MCHOA PO Box. PO box renewal is due at the end of July and the cost is \$194 for the next year.
  - e. 19 July 2023: ACC Request approved for a fence at 1475 Brook Dr.
  - f. 21 July 2023: Pond Invoice
    - i. MCHOA received an invoice from Crosscreek Environmental Inc. for the recent algae mitigation and regular pond maintenance. The \$120.00 dollar invoice due 30 July 2023. Requested that the company have all communications come through the Meadow Cove Gmail.
  - g. 25 July 2023: Linda Cutting (Previous HOA President) sent over the financial spreadsheet and projected budget for the remainder of the year.

- h. 26 July 2023: Dues paid for 1456 Brook Dr
  - i. Check received to the PO box on 26 July 2023, Deposited 31 July.
- i. 27 July 2023: Verified that the FPL and Melbourne Utilities are on auto pay connected directly to the bank account and not to a debit card that changes with each HOA board.
- j. 31 July 2023: \$194 Paid for the PO Box through the end of July 2024.
- k. 31 July 2023: \$120 Paid for monthly pond maintenance.
- l. 02 August 2023: Cross Creek Environmental was contacted regarding the pond maintenance and changed over all the HOA documentation to be directed at the HOA Gmail for continuity. Adam Martelon was informed that Cross Creek would be reaching out with regards to the additional work that had been quoted but not signed off by the community. (work in progress)
  - i. Only pond work being signed off by the HOA is the monthly maintenance while further research is completed.
- m. 07 August 2023: Dues payment for 1800 Clover Circle.
- n. 09 August 2023: Began the process of organizing the HOA documents into actual filing cabinets that lock and can be passed on from one HOA to the next. (work in progress)
- o. 10 August 2023: Request from a member of the community regarding property damage due to a tree (common area) that fell during one of the storms and damaged the homeowners fence.
  - i. Contacted the insurance company but was advised that the best way to handle this is to work it out internally so that our rates do not increase. Quote for the repair was requested from the homeowner. This issue is ongoing at the time of the meeting.
- p. 12 August 2023: Angela Delgado Resigns as Treasurer & Secretary
- q. 12 August 2023: \$90.00 payment sent to HOA attorney for the transition documentation that was requested by the board on 11 July 2023.
- r. 12 August 2023: Checks for July and August were sent to pay for the lawn service when the HOA board found out that the July check had not been sent due to the transition.
- s. 16 August 2023: HOA Board requested a new quote for the HOA insurance policy. (work in progress)
  - i. The insurance provider asked if MCHOA had ever had a CPA audit done. No attendees of the meeting nor the board had heard of a CPA audit occurring.
- t. 25 August 2023: MCHOA website updated, removed the old candidate form, posted the meeting minutes from July and posted the information for the 28 August meeting.

4. Ongoing & Future Projects (Adam)
  - a. Primary concern right now is keeping the basic bills paid (FPL, Utilities, Pond, Lawn)
  - b. Common area trees: Looking into getting a tree company to take a look at common area trees to make sure that there are no dangers to the community.
  - c. HOA Insurance renewal
  - d. Additional pond maintenance and signage for around the pond
  - e. Organization:
    - i. HOA Documentation/Continuity for future HOA boards
    - ii. Continue getting late dues paid that were from previous years
    - iii. Prepping for the dues for 2024
    - iv. Updating email lists for the community to increase communication
  - f. Entrances: Tim Wallace and a couple of other neighbors are making sure that the sprinklers at the entrances are working properly. The board also spoke to Mr. Dalesandro (Lawn Maintenance) about this for some insight.
  - g. Establish an Architectural Control Committee (ACC)
  - h. Regular HOA meetings over Zoom - **First Wednesday of each Month at 6:30PM**. Next Meeting 6 September 2023 at 6:30 PM.
5. Asks from the Community (Adam)
  - a. **The HOA is looking for a new Treasurer & Secretary.**
    - i. Please send your nominations by 6PM on 5 September to the Meadow Cove Email if you would like to be considered. Notice of intent will be posted on the website following the meeting.
    - ii. Looking for members of the community that have experience with administrative duties, organization and basic financial understanding to be the Treasurer/Secretary. We will be using Google to organize things moving forward so Google Drive proficiency would also be helpful.
  - b. Updating the Email list for HOA communication: If you would like to be added to the email list please send an email with your name, address and preferred email to MeadowCoveHOA@gmail.com.
6. Other Topics/Q&A (Adam)
  - a. The HOA board will look into a way to password protect documents or a portion of the MCHOA website to have some of the resident specific documents like quotes and basic financials available.
  - b. Homeowner brought up the dog attack that occurred in the neighborhood. The board will look into whether anything that can be done from the HOA perspective but the HOA is not animal control/law enforcement.

- c. ACC request for accordion shutters at 1564 Clover will be approved ASAP.
  - d. MCHOA Website contact form not working correctly, MCHOA will look into getting the form fixed on the website.
7. Meeting adjourned at 7:17 pm (Adam)
- a. Adam motions to adjourn the meeting, Tim & Peter second, all approved.

[Zoom Recording](#)

[https://us06web.zoom.us/rec/share/kL-xOHy91oCviqSUfItoegEcPzq18y-MZQRUr\\_2Qv-RemSA-819wxy9NANxHL\\_Tl.MlhZWP-VdgSiKuK5](https://us06web.zoom.us/rec/share/kL-xOHy91oCviqSUfItoegEcPzq18y-MZQRUr_2Qv-RemSA-819wxy9NANxHL_Tl.MlhZWP-VdgSiKuK5)

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