

Meadow Cove Homeowners Association ("MCHOA")

Meeting Minutes

September 10, 2015

I. Call to order

Rhoda Phillips called to order the regular meeting of the Meadow Cove Homeowners Association at 7:00 pm on September 10, 2015 at 1436 Brook Rd., Melbourne, FL.

II. Roll call

The following directors were present: Marta Munson, Rhoda Phillips, Kelly Wenzlick, Campbell Wren, and Pat Baehr.

III. Approval of minutes

Minutes from the meeting held August 20, 2015 were unanimously approved.

IV. New business

a) Termination of contract between HOA Capital Advisors and MCHOA.

Rhoda Phillips updated the Board concerning recent developments. Negotiations have commenced and MCHOA has demanded of HOA Capital Advisors to:

1. Return the \$1,040 they paid for the 2014 late assessment fees.
2. Reimburse every homeowner for expenses incurred under the contract. The reimbursement will be to the MCHOA who will then recover back due payments plus any applicable late fees before reimbursement of remaining funds to the homeowners.
3. Reimburse MCHOA for attorney fees. MCHOA is willing to recover at least half of the fees if the full amount is disputed.

MCHOA has been requested to contact the 18 homeowners who submitted complaints against HOA Capital Advisors to various regulatory agencies and request they rescind their complaints.

b) Architectural Control Committee.

The Committee will initiate letters to homeowners surrounding the pond and homeowners next to the subdivision fencing requesting certain maintenance by the homeowner of these areas such as cutting shrubs/trees back from the water's edge and along the fence line; removing undergrowth; raking pine needles, etc.

Also addressed in these letters and in a third letter sent to the remaining homeowners will be a request to keep the sidewalks clean and clear for pedestrian traffic; remove mold from home exteriors; remove dead trees/shrubs; street parking guidelines; and other issues as deemed necessary.

c) Insurance

MCHOA should have liability and hazard insurance on property owned by the HOA. Further discussion tabled.

d) Discussion regarding joining an HOA trade association

Consider joining a web-based HOA resource site such as floridahoamembers.com; HOA_USA.com; HOAleader.com and others. Further discussion tabled.

V. Ongoing Business

a) Develop a Budget.

Discussion tabled and will be addressed after the full association meeting on October 12, 2105.

b) Welcoming Committee.

New homeowner's Welcome Letter drafted and final form will be distributed to the directors for review and approval.

c) Record Retention.

Rhoda Phillips will keep and maintain the Meadow Cove HOA Corporate Book containing MCHOA public business records. Marta Munson will keep other business records and board meeting materials.

d) FL Statute 720.3033:

Written certifications received from Rhoda Phillips, Campbell Wren, Marta Munson, and Kelly Wenzlick stating that they have read the Meadow Cove Declaration of Covenants and Restrictions; the Meadow Cove Homeowners Association, Inc. Articles of Incorporation; and the Bylaws of Meadow Cove Homeowners' Association and will work to uphold these documents to the best of their abilities and will faithfully discharge their fiduciary responsibility to the association's members. Pat Baehr's certification remains outstanding and will be completed at the next scheduled meeting.

e) Next Meeting Date.

The next MCHOA meeting is scheduled for 7:30 pm on Monday, October 5, 2015.

VI. Adjournment

Rhoda Phillips adjourned the meeting at 8:20 pm.

Minutes submitted by: Marta Munson

Minutes approved by: _____