

Meadow Cove Homeowners Association (“MCHOA”)
Meeting Minutes

August 13, 2015

I. Call to order

Rhoda Phillips called to order the regular meeting of the Meadow Cove Homeowners Association at 8:15pm on August 13, 2015 at 1436 Brook Rd., Melbourne, FL.

II. Roll call

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

III. Approval of minutes from last meeting

No previous meeting minutes.

IV. New business

a) Assign Roles to the Board Members.

Rhoda Phillips – President
Campbell Wren – Vice President
Marta Munson – Secretary
Pat Baehr – Treasurer
Kelly Wenzlick – Member at Large

b) 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.

c) Appoint Architectural Control Committee members.

Rhoda Phillips and Kelly Wenzlick. First meeting date of the committee to be determined.

d) Appoint Welcoming Committee member.

Kelly Wenzlick

e) Term limits.

Each director shall serve until the January 2017 Annual Meeting at which time all terms will expire and a new Board will be elected.

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

Rhoda Phillips advised attorney Bradley R. Bettin's fee is \$300/hour to defend MCHOA concerning voiding and terminating the contract with HOA Capital Advisors. Mr. Bettin would like the MCHOA to enter into a fee-for-hire contract with him. Further discussion tabled until the next meeting as all directors have not had the opportunity to view either the contract with HOA Capital Advisors or Mr. Bettin's engagement terms.

g) Incorporation of Melbourne, Florida – Code of Ordinances.

Brief discussion regarding incorporating the City of Melbourne Code of Ordinances into the MCHOA. Rhoda Phillips will investigate the necessity of formally adopting the city codes and code enforcement/code violation remedies.

h) Increasing yearly assessment.

Brief discussion to raise the yearly assessment from \$40/year to \$50/year to offset the rising costs of Common Area maintenance.

i) Estoppel certificates.

Discussed charging a fee for the certificates. The minimum amount considered is a \$100 fee. This discussion tabled until the next scheduled meeting. The Secretary will provide a draft of a written resolution for consideration and adoption by the Board in accordance with FL Statute 720.30851.

j) Newsletter.

Discussion to request Johanna Romero continue editing and publishing the newsletter, should she be agreeable. Next newsletter expected to be distributed in September 2015.

k) New Association Membership.

Campbell Wren will contact area realtors to provide contact information for the MCHOA Board and to also provide copies of the *Meadow Cove Declaration of Covenants and Restrictions* for new homeowners.

l) Record Retention.

Rhoda Phillips agreed to maintain and store association records at her home. MCHOA records will be retained in accordance with FL Statute 720.303.

m) Monthly Meetings.

In accordance with Article VI-Meetings of Directors, from the *By-Laws of Meadow Cove Homeowners Association* it was decided to meet the second Thursday of every month at 1436 Brook Rd., Melbourne, FL.

V. Treasurer's Report

- a) Treasurer absent from the meeting. Current MCHOA accounts estimated to be \$11,000.

VI. Adjournment

Rhoda Phillips adjourned the meeting at 8:30 pm.

Minutes submitted by: Marta Munson

Minutes approved by: _____