Meadow Cove HOA Board Meeting

Minutes

Monday, November 6, 2017

1669 Clover Circle, Melbourne, FL

President called to order at 6:00 PM
In attendance: Rhoda Philips; Pat Baehr, Annette Dahl, Don Philips, David Lowerhouse

1. Assessment Letters for 2018 – Issue by 12/18/2017 with deadline to pay of 1/31/2018
   a. Include unpaid dues for 2017 (include late fee & interest) – charge interest on principle, but not on penalty
   b. 2018 Budget
   c. Expenses
   d. Note from Board Members

2. 2018 News Letter – almost done to send with assessment letter
   a. 2018 Homeowners Meeting & Agenda
   b. The need for updating documents (By-Laws & DC&C)
   c. Assessment increase
   d. The Election Process
   e. New Web Page for Advertising
   f. Email distribution
   g. Volunteers for Committees
      1. Covenant Enforcement Committee
      2. Architectural Review Committee

3. Contact legal counsel about updating By-Laws and DC&R. Charge can be $500-$3,000. Current documents are generic ones that were used by builder

4. Unpaid Assessments for 2017

5. Covenant Enforcement Committee – 3 people to meet as needed
   Rhoda spoke with pond maintenance company about cleaning contract.

6. Architectural Review Committee – David is having trouble getting a second signature of approval on the ARC form. Several options were discussed and a solution will be discussed at future meetings.

7. Add web page for advertisement

8. Letters to Rental Property
   a. Election information
   b. Proper inspections to property
   c. Updated (form) Information on Renters – Board unanimously approved implementation of said form
   d. Update Contact info (Phone/email)

9. How Notices are to be posted – signs will be re-instated for future homeowner

meetings.

a. Neighborhood Information Box – Rhoda showed pictures of examples to implement
b. Mailboxes

10. New Business – No new business

Meeting adjourned 7:11 PM. Next meeting December 4, 2017 6:00 PM

Respectfully submitted,

Annette D
Secretary