

## **MCHOA Annual Members Meeting Meeting Minutes**

January 23, 2024, 7:00 pm

NorthSide Presbyterian Church

1400 Lake Washington Rd, Melbourne, FL 32935

1. Call Meeting to Order (Adam)
  - a. Meeting called to order at 7:05 pm
  - b. Board Members in attendance
    - i. Adam Martelon, President
    - ii. Peter Flores, Vice President
    - iii. Maria Rivera, Treasurer & Secretary
    - iv. Tim Wallace, Member at Large
  - c. Homeowners in attendance
    - i. Jason Blair, Wallace & Dorothy Boudreaux, Kathleen Brandt, Tracy Pastor & Robert Broker, Olga Champ, Steve Corson, Linda Cutting, Victor Dominguez, Cristina Godwin, Jarome & Sabrina Gould, Thomas & Sue Hasenmyer, Leslie Kardach, Anne Keys, Peter & Maureen Krausch, Daniel & Petra Lucas, Walter Lundelius, George McAfee, Tom O'Callaghan, Julio Rivera, Gina Rose, Adrienne Trent, Theodore Villapando, Nicki Wallace, David Zisman
2. Introduction & Welcome (Adam, Peter, Maria & Tim)
  - a. The HOA Board introduced themselves
    - i. Notice of recording is given to the community
  - b. New homeowners to the community are welcomed!
3. Financial Update (Adam & Maria)
  - a. 2024 Annual Member Meeting Financial Breakdown was provided as a handout and is attached to these meeting minutes on the website and also by request.
  - b. Maria and Adam provide a full breakdown of all major expenses and income for 2023 and the first portion of 2024.
    - i. All information for the finance breakdown was pulled directly from the bank account statements to ensure correct reporting.
  - c. Question from the community regarding estoppel fees: The Board explains that when a house is sold in the neighborhood that the HOA Board prepares an estoppel request that states if the home has any funds owed to the HOA and additional information. The HOA is paid \$200 by the title company for this report and is a way of getting funds and collecting any money that the property owes to the HOA.

- d. The Board mentions that the HOA Insurance increased %18 from last year even though the coverage did not change. The Board also mentions that if community members would like additional information provided like the insurance policy that they can reach out via email.
  - e. Maria & Adam provide a breakdown of the forecasted budget for 2024 based on 2023 numbers (included in the attached financial handout).
4. 2024 Board Election & Community Decision (Adam)
    - a. The Board explains that the 2024 election process did not occur for 2023 due to the unique scenario that the board was faced with. The current HOA board was changed over on the 10th of July 2023 and would have had to begin election proceedings in October (3 months after taking over). Instead of focusing on putting on an election the Board was focused on getting access to all of the accounts, changing everything over, paying bills, collecting late payments and fully understanding the 2023 finances.
    - b. The Board decided to leave the decision about the election up to the community in the annual member meeting. Community support was shown for the current board staying on through 2024. If there are questions regarding this decision or that you would like to see an election take place prior to November of 2024 please reach out.
5. Community Documentation Requests (Adam)
    - a. If any homeowner would like additional information from the HOA that cannot be posted on the public facing website please reach out to the Board via email and we are happy to provide it.
    - b. The Board explains that in addition all of the Zoom recordings from when the current Board took over in July are available via the link in the meeting minutes and if that is not working to please let them know.
    - c. Homeowner (Mr. Lundelius) states he has received no response to email requests, and the need to have previous pond related permits updated to reflect the new board. Board requested that he please send them again since they had not been received.
6. Review Community Accomplishments from 2023 (Adam)
    - a. Graffiti cleanup
    - b. Entrance tree trimming, cleanup and mulch
    - c. Pond sign rejuvenation
    - d. Website revamp and increased transparency
      - i. HOA monthly meeting cadence
    - e. Holiday decorations
    - f. Community Yard Sale

7. 2024 Goals & Projects (Adam)
  - a. Pond Maintenance
    - i. Maintenance on drainage culvers
    - ii. Long term timeline & plan for pond work
  - b. Maintenance of Common Areas
    - i. Overgrown trees
    - ii. Perimeter fence repairs & cleanup
    - iii. Common area irrigation & replanting
  - c. Financial Bookkeeping Audit
  - d. Reserve Account & Plan for Future HOA Dues
  - e. Update Bylaws & Regulations
  - f. Establish Architectural Control Committee (ACC)
  - g. Inputs & Request from the Community
    - i. Aggressive dog concern was brought up by a member of the community. The HOA does not have the authority to do much in this case but the board did reach out to animal control and the homeowner regarding the concern.
    - ii. A homeowner brings up the potential for a neighborhood work party to assist the community, using email to coordinate. The Board agrees that it would be a great idea and that the board will continue to update the email list but also encourage members of the community to attend our monthly Zoom meetings on the first Wednesday of each month at 6:30 pm. All of the information for HOA meetings are on the Meadow Cove HOA website.
8. Closing & Thank You (Adam)
  - a. Please take advantage of the monthly Zoom meetings. We want the community to be involved with our decisions and the Board wants to make the community better but we need help doing so.
  - b. Board Thanks the Godwin Family for allowing us to use the space to host our Annual Member Meeting!
  - c. Additional concerns please email MeadowCoveHOA@gmail.com
9. Meeting adjourned at 7:51 pm (Adam)
  - a. Adam motions to adjourn the meeting, Tim, Maria & Peter second, all approved.

### Zoom Recording

[https://us06web.zoom.us/rec/play/Y7UVgzg\\_Nn9hTVovtAPuyL7ehVkjwkVKTvsNm dqSPRV3qgh15CPQGZU1MGCuJdgJ6i6M1g584VEwRaG.PnG7s4R-m1MOwnzL](https://us06web.zoom.us/rec/play/Y7UVgzg_Nn9hTVovtAPuyL7ehVkjwkVKTvsNm dqSPRV3qgh15CPQGZU1MGCuJdgJ6i6M1g584VEwRaG.PnG7s4R-m1MOwnzL)

**Passcode: vrf%35h3**

**2024 Annual Member Meeting Financial Breakdown**

**MCHOA Finances: 1/1/2023 - 6/30/2023**

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Income:</b>                    |                     |
| 2022 Rollover                     | \$ 8,409.11         |
| Assessments & Estoppel Fees       | \$ 12,703.03        |
| <b>Income Total</b>               | <b>\$ 21,112.14</b> |
| <b>Expenses:</b>                  |                     |
| City of Melbourne Utilities       | \$ 293.10           |
| FPL                               | \$ 608.05           |
| Lawn Care                         | \$ 1,283.04         |
| Solitude Lake Management          | \$ 625.84           |
| Cross Creek Environmental         | \$ 120.00           |
| C&C Cut Above Tree Service        | \$ 4,300.00         |
| Attorney Fees                     | \$ 2,465.10         |
| Pond Recertification Inspection   | \$ 1,500.00         |
| Misc Reimbursements (Sunbiz etc.) | \$ 616.04           |
| Counter Check Fees                | \$ 31.20            |
| Misc Debit Card Charges           | \$ 410.99           |
| <b>Expense Total</b>              | <b>\$ 12,253.36</b> |
| <b>Remainder:</b>                 | <b>\$ 8,858.78</b>  |

**MCHOA Finances: 7/1/2023 - 12/31/2023**

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Income:</b>                        |                     |
| July 2023 Rollover                    | \$ 8,858.78         |
| Past due Assessments & Estoppel Fees  | \$ 1,755.52         |
| Zelle Payments for 2024               | \$ 515.90           |
| <b>Income Total</b>                   | <b>\$ 11,130.20</b> |
| <b>Expenses:</b>                      |                     |
| City of Melbourne Utilities           | \$ 167.60           |
| FPL                                   | \$ 324.12           |
| Lawn Care                             | \$ 1,230.00         |
| Cross Creek Environmental (+June)     | \$ 840.00           |
| Attorney Fees                         | \$ 90.00            |
| Misc Reimbursements (Sunbiz etc.)     | \$ 125.75           |
| Graffiti cleanup, mulch & sign repair | \$ 123.93           |
| HOA Insurance                         | \$ 3,115.15         |
| USPS PO Box Renewal                   | \$ 194.00           |
| THR Overpayment Refund                | \$ 732.02           |
| Misc Debit Purchases (Printing etc.)  | \$ 189.96           |
| <b>Expense Total</b>                  | <b>\$ 7,132.53</b>  |

**MCHOA Finances: 1/1/2024 - 1/23/2024**

|                               |                     |
|-------------------------------|---------------------|
| <b>Income:</b>                |                     |
| 2023 Rollover                 | \$ 3,997.67         |
| 2024 Dues Zelle Payments      | \$ 1,695.10         |
| 2024 Dues Check Payments      | \$ 5,644.78         |
| Estoppel Request              | \$ 200.00           |
| Overdue Assessment Collection | \$ 210.57           |
| <b>Income Total</b>           | <b>\$ 11,748.12</b> |
| <b>Expenses:</b>              |                     |
| City of Melbourne Utilities   | \$ 29.00            |
| FPL                           | \$ 66.68            |
| Lawn Care                     | \$ 175.00           |
| <b>Expense Total</b>          | <b>\$ 270.68</b>    |
| <b>Remainder:</b>             | <b>\$ 11,477.44</b> |

**Forecasted 2024 MCHOA Budget\***

|                               |                     |
|-------------------------------|---------------------|
| <b>Income:</b>                |                     |
| 2023 Rollover                 | \$ 3,997.67         |
| Remaining 2024 Dues Payments  | \$ 12,750.10        |
| <b>Income Total</b>           | <b>\$ 16,747.77</b> |
| <b>Expenses:</b>              |                     |
| City of Melbourne Utilities** | \$ 507.00           |
| FPL**                         | \$ 1,025.00         |
| Lawn Care                     | \$ 2,460.00         |
| Cross Creek Environmental     | \$ 1,440.00         |
| HOA Insurance**               | \$ 3,427.00         |
| USPS PO Box Renewal           | \$ 194.00           |
| Website & Domain Renewal      | \$ 153.90           |
| <b>Expense Total</b>          | <b>\$ 9,206.90</b>  |
| <b>Remainder:</b>             | <b>\$ 7,540.87</b>  |

\*The Forecasted Budget is an estimation based on 2023 figures. Unaccounted income like estoppel fees and previous years dues payments are not included. Additional expenses such as tree maintenance, fence repairs, election costs, Sunbiz changes and printing costs were also not included.

\*\*Expenses that are subject to change were increased by 10% from 2023 and rounded to the nearest dollar.