

APPROVED

Courtyard Homes Association, Inc.

A Corporation Not-for-Profit
c/o Lighthouse Property Management, Inc.
a *Division of RealManage*
4134 Gulf of Mexico Drive, Suite 203
Longboat Key, FL 34228
Phone: (941) 460-5560

ANNUAL MEMBERS MEETING MINUTES

February 21, 2022

CALL TO ORDER: The meeting was called to order by 7:02 PM.

DETERMINATION OF QUORUM: A quorum was established with (62) members present in person or by proxy. In addition, The Property Manager, Hannah Feliciano and Office Manager, Shirley Gallo from Lighthouse Property Management were also present.

PROOF OF NOTICE: The notice was posted onsite and mailed in accordance with Fl Statute 720. It was also submitted electronically.

REPORTS OF OFFICERS DIRECTORS & REPRESENTATIVES

- a. **Presidents Report:** Thomas Roberts, provided a verbal and written President's Report. Please see attached. There were (10) sales over the past year. The Board welcomes the new members. There are concerns regarding parking within the street and large vehicles such as trucks blocking the roadway. In addition, owners and visitors are not permitted to park within the grass. This could cause irrigation damages to the common areas. The Board is also working with Curry Roofing to begin the re-roof project. The deposit and down payment for the roof has already been processed and scheduling is underway. Once the roofs are completed, owners will receive a final invoice of what is due. The final roofing will positively impact the insurance premiums for the associations. Owners are leaving their garage door open throughout the day which is against the rules. The Board would like to go back to in person meetings as covid is beginning to drop.
- b. **Treasurers Report:** Mary Butts provided a verbal and written Treasurer's Report. Please see attached. As of the date of this meeting, the rounds and Maintenance expenses were under budget, and the administrative and utility expenses are over budget, mainly due to the insurance payments.
- c. **Master Report:** Gwynne Jones provided a verbal and written Master Annual report. Please see attached.
- d. **Maintenance Committee:** Gwynne Jones provided a verbal and written Maintenance report. Please see attached.
- e. **Landscape Committee:** Judy Jones and Evanne Maher provided a verbal and written report. Please see attached.
- f. **Social Committee:** Sue provided a verbal and written report. Please see attached.
- g. **Architecture Committee:** Bob Coughlin provided a verbal and written ARC report. Please see attached. There were (23) ARC requests in 2021. Owners are encouraged to maintain their properties and provide proper documentation of any alterations to the exterior. All alterations must be approved and permitted.

ELECTION OF DIRECTORS: The terms of Gwynne Jones and Neil Johnson will expire at the close of the Courtyard Homes Annual Meeting of Members. Nominating Committee offers two (2) candidates for election: Gwynne Jones and Dexter Wright. With no other nominations from the floor, Gwynne Jones and Dexter Wright are elected by acclamation.

OWNERS COMMENTS

- a. An owner requested to have a copy of the reports from today's meeting. Management will send out an email blast to the owners.
- b. Neil announced his resignation and appreciation to the Board and his pleasure serving the community.

ADJOURNMENT: With no other business the meeting adjourned at 8:03pm.

Respectfully Submitted by:

Hannah Feliciano, CAM

Property Manager for Portobello Condominium Association, Inc