

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

BOARD ORGANIZATIONAL MEETING MINUTES February 21, 2022

CALL TO ORDER: The meeting was called to order at 8:15 pm.

DETERMINATION OF QUORUM: A quorum was established with the following members present in person: Thomas Roberts, Dexter Wright, Mary Butts, Gwynne Jones and Thomas Little. In addition, Hannah Feliciano from Lighthouse Property Management was also present.

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

MEETING MINUTES: Gwynne Jones made **MOTION 22-01** and was seconded Tom Little to approve the meeting minutes from January 17, 2022. *The motion passed unanimously.*

ELECTION OF OFFICERS

Gwynne Jones made **MOTION 22-02** and was seconded by Mary Butts to nominate Thomas Roberts as the Board President. *The motion passes unanimously.*

Gwynne Jones made **MOTION 22-03** and was seconded by Mary Butts to nominate Thomas Little as the Board Vice President. *The motion passes unanimously.*

Gwynne Jones made **MOTION 22-04** and was seconded by Thomas Little to nominate Mary Butts as the Board Treasurer. *The motion passes unanimously.*

Gwynne Jones made **MOTION 22-05** and was seconded by Thomas Little to nominate Dexter Wright as the Board Secretary. *The motion passes unanimously.*

Gwynne Jones will serve a director at large position.

APPOINTMENT OF CHECK SIGNORS: Thomas Roberts and Mary Butts are the designated check signors.

OLD BUSINESS:

- a. **Alex's Pool Heating Proposal:** Tom Roberts made **MOTION 22-06** and was seconded by Gwynne Jones to approve the proposal for \$3,390. *The motion passed unanimously.*

NEW BUSINESS

- a. **2022 Annual Fire Extinguishers Inspections:** The Board will forward a picture of the fire extinguisher tags to Lighthouse so the annual inspection can be scheduled.

- b. **Mailbox Replacement:** The Board would like to replace the mailboxes for each unit as a long term project, as they are needed. Tom Little made **MOTION 22-07** and was seconded by Mary Butts, to approve the mailbox replacement funded through the reserves. *The motion passed unanimously.*

NEXT BOARD MEETING: The next Board meeting will take place on March 21, 2022, at 7:00 pm, located at the Perico Bay Clubhouse.

ADJOURNMENT: With no other business, the meeting adjourned at 8:48pm

Respectfully Submitted by:
Hannah Feliciano, CAM
Property Manager for Courtyard Homes Association, Inc