

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 OF DIRECTORS MEETING MINUTES
March 21, 2022

CALL TO ORDER: The meeting was called to order by Board President, Thomas Roberts at 7:01 PM.

DETERMINATION OF QUORUM: A quorum was established with the following board members present in person or virtually: Thomas Roberts, Dexter Wright, Mary Butts, Gwynne Jones and Thomas Little. Hannah Feliciano from Lighthouse Property Management and (41) other homeowners were also present.

PROOF OF NOTICE: The notice was posted onsite in accordance with Florida Statute 720. It was also emailed to the membership.

APPROVAL OF MINUTES: Gwynne Jones made MOTION 22-08 and was seconded by Tom Little, to approve the Organizational Meeting minutes from February 21, 2022, as corrected. *The motion passed unanimously.*

BOARD OF DIRECTOR REPORTS

- a. **Presidents Report:** Tom Roberts provided a verbal report. The fire extinguisher inspection took place on Friday, March 18, 2022. Almost all unit owners appeared for the fire extinguisher inspection. Most fire extinguishers were expired and required replacement. An additional inspection will be scheduled for April 1st. Management will email the vendor for scheduling.
- b. **Treasurer's Report:** Mary provided a verbal treasurers report. As of February 28, 2022 the operating account was at \$91,639.99 and the reserves account was at \$91,239.44.

COMMITTEE REPORTS

- a. **Social:** Joan Mantel, Gloria Wright and Mary Roby are the new volunteers for the Social Committee. April 1st will be the final potluck of the season.
- b. **Landscape:** The Board is looking for landscape committee volunteers. Once the roofs are completed, closer to the end of April, new sod will be placed in the dying grass areas. Portion of the cost will be covered by the landscapers, Bightview.
- c. **Architectural:** There will be a revised ARC Request form available for owners. The ARC Form helps to maintain a uniformed aesthetic, compliance with the county codes as well as the governing documents for the community. All exterior modifications require an ARC request form to be submitted to the Board for review and approval.
- d. **Maintenance:** Gwynne Jones provided a verbal report. There was a rodent infestation within Courtyard Homes. The pest control company placed bait boxes around the community which has significantly reduces the number of rodents. In addition, the committee has begun replacing mailboxes. So far (20) mailbox replacements have been completed.
- e. **Perico Bay Club Master Maintenance:** Gwynne Jones announced he will no longer be serving on the Master Board, therefore this meeting will be his last report. A verbal and written report was provided. *Please see attached.*

- f. **Pool:** The pool re-surfacing project is completed, and owners are enjoying the water. As a reminder to owners, please be sure to place the umbrella back down after each use in order to maintain the integrity of the pool furniture.

OLD BUSINESS

- a. **Roof Project Update:** Gwynn Jones provided a verbal report of the roofing project. The permits have been pulled and the roofer will provide confirmation to the Board. The Roof project committee will be meeting with the roofers and are scheduled to start end of March. The re-roof contract will include wind mitigation reports, which will reduce the cost for owners' personal property insurance.

NEW BUSINESS

- a. **Website:** The Board is working with the IT department at Lighthouse to provide a website to owners. There are a few items still pending before the website is ready to be launched. Once the website is finalized, management will send out a notification to the owners so they may register online and access the online resources.

OWNER QUESTIONS/ COMMENTS

- a. An owner inquired about how the landscape committee volunteers are vetted in order to ensure the landscaping responsibilities are being met and maintained appropriately.
- b. An owner reported the irrigation water use has been reduced significantly over the last five years.
- c. An owner inquired about her roofing form. The committee will be meeting the owner at the unit to review specs.
- d. An owner reported a community lending tree. There will be sign up form sent out to owners.

NEXT BOARD MEETING: The next Board meeting will take place on **Monday, April 18, 2021, at 7:00PM, via Zoom Conference Call and at the Perico Bay Clubhouse.**

ADJOURNMENT: With no other business, the meeting adjourned at 7:58 PM.

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