

**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 SPECIAL ASSESSMENT MEETING MINUTES**  
**November 1, 2022**

**CALL TO ORDER:** The meeting was called to order by Board President, Thomas Roberts at 7:00 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. Bill Lutes from Lighthouse Property Management was also present.

**PROOF OF NOTICE:** The notice was posted onsite in accordance with Florida Statute 720.

**APPROVAL OF MINUTES:** Gwynne Jones made MOTION 22-11-01 and was seconded by Tom Little to approve the Board Meeting minutes from October 17, 2022, as presented. *The motion passed unanimously.*

**REPORTS OF OFFICERS:** Tom Roberts reported on a few items including new owners, the recent roofing project, and hurricane damage from Ian. He briefly reviewed several expense lines items that were over budget.

Mary Butts presented the Treasurer's Report.

**OLD BUSINESS** – None presented.

**NEW BUSINESS**

**1. Approval of Special Assessment:** Gwynne Jones motioned, and Tom Little seconded, and it was:

**Voted 22-11-02** – to approve a special assessment of \$500.00 per unit, to be due by December 31, 2022

**OWNER QUESTIONS/ COMMENTS**

**NEXT BOARD MEETING:** The next Board meeting will take place on **November 21, 2022, at 7:00PM, via Zoom Conference Call and at the Perico Bay Clubhouse.**

**ADJOURNMENT:** With no other business, the meeting adjourned at 7:38 PM.

Respectfully Submitted by:  
Bill Lutes, CAM, CMCA  
Property Manager for Courtyard Homes Association, Inc.