

**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**  
**November 21, 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, and Mary Butts. 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:** Tom Roberts made MOTION 22-11-01 and was seconded by Mary Butts to approve the Board Meeting minutes from November 1, 2022, as presented. *The motion passed unanimously.*

**REPORTS OF OFFICERS:** Tom Roberts reported on a few items including the limited damage from hurricanes Ian and Nicole, the special assessment levied on 11/1/2022, and the renegotiation of the Brightview contract for 2023.

Mary Butts presented the Treasurer's Report. She reported that there was a balance of \$57,232 in the operating account and \$17,920 in the reserve account.

**COMMITTEE REPORTS**

1. **Architectural** – Three ARC requests had been submitted. One for a deck, one for windows and one for windows and awnings.
2. **Landscape** – A meeting was recently held with Brightview's new account manager, Charlie Ramirez. During the contract review and renewal, one additional trimming was added to the scope of work. It was agreed to meet bi-weekly to review any landscaping issues. Terry's Tree Service will be servicing all trees over 10' tall.
3. **Maintenance** – Dexter Wright reported that all units would be reviewed for paint touchup and repairs.
4. **Social** – Several upcoming events in December were reviewed

**OLD BUSINESS**

1. **Presentation by Boyd Insurance** – Art Eversole gave a presentation on the current insurance market and several factors that are driving the cost of insurance up.

**NEW BUSINESS**

**1. Approval of 2023 Operating Budget:** Tom Roberts briefly reviewed the proposed 2023 budget. Dexter Wright motioned. And Mary Butts seconded, and it was

**Voted 22-11-01** – to approve the proposed 2023 budget resulting in a monthly assessment per unit of \$718.00

**The motion passed unanimously.**

**2. Other Business** – None presented.

**OWNER QUESTIONS/ COMMENTS** – There was brief discussion of repaving the roadway in the future.

**NEXT BOARD MEETING:** The next Board meeting will take place on **January 16, 2023, at 7:00PM, at the Perico Bay Clubhouse.**

**ADJOURNMENT:** With no other business, the meeting adjourned at 8:45 PM.

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