

Approved

**COURTYARD HOMES ASSOCIATION, INC.
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
February 9, 2023**

CALL TO ORDER: The meeting was called to order by President Tom Roberts at 1:03 pm in the Meeting Room of the PBC Clubhouse.

DETERMINATION OF QUORUM: A quorum was established with the following Board Members present in person: Tom Roberts, Gwynne Jones, Dexter Wright and Mary Butts. Thomas Little was present virtually via zoom.

PROOF OF NOTICE: Notice of the meeting was posted onsite on the Spoonbill Pool Area Bulletin Board in accordance with FL Statute 720.

MEETING MINUTES: Meeting Minutes from November 21, 2022 and January 16, 2023, have not been received from Lighthouse to date. Therefore, there were no Minutes approval.

BOARD OF DIRECTORS REPORTS: The President reported that those on Click Pay have not had their dues taken out for the month of February. Notice of intent was given to members on February 3, 2023 (via e-mail), but money was not taken out of the members' respective bank accounts as of February 9, 2023. Our CAM, Kat Nowakowski, has sent Annual Membership Meeting and Election of Board of Directors documents out via e-mail on February 2, 2023 to all owners.. The documents will also be mailed to all owners this coming week.

OLD BUSINESS: None Currently.

NEW BUSINESS: A discussion ensued concerning our overall satisfaction with our property manager, Lighthouse Property Management, Inc. Over the past year our Association has had limited availability of a Property Manager and we have not received our financials in a timely manner (due 20th of the following month) for the past three (3) months. October financials were received on December 1, 2022, November financials were received on January 26, 2023 and, as of this date, we have yet to receive our end of the year financials (notwithstanding the fact that our Annual Meeting will be held on February 20, 2023). Also, a number of owners have called Lighthouse with respect to financial matters and their calls have not been returned. These matters have been brought to Lighthouse's attention, including by an e-mail dated January 19, 2023 to Shirley Gallo. Ms. Gallo did respond via e-mail indicating answers to some of our questions/issues, but was silent on the key purpose of that communication; requesting a

face to face meeting to address our concerns. It was agreed by all Board Members that our Association is not receiving the level of services expected from Lighthouse.

Whereupon, a **MOTION** was duly made by Gwynne Jones, and seconded by Dexter Wright, that we terminate our relationship with Lighthouse Property Management. *The Motion passed unanimously.* A letter will be sent to Lighthouse by certified mail, return receipt requested, at the end of February, terminating our relationship as of March 31, 2023.

Whereupon a second **MOTION** was duly made by Gwynne Jones, and seconded by Tom Little, that we enter into discussions/negotiations with Sunstate Association Management Group. *The Motion passed unanimously.*

NEXT BOARD MEETING: The next Meeting will be our Annual Meeting which will take place on February 20, 2023.

ADJOURNMENT: There being no further business, the meeting adjourned at 1:30 pm.

Respectfully submitted,

Mary Butts