

**PEPPERTREE EAST CONDOMINIUM ASSOCIATION, INC.
MINUTES OF MARCH 13, 2024 – 6:00 PM
ANNUAL MEETING OF THE MEMBERS AND ELECTION OF DIRECTORS**

President Tony Spagnolia called the meeting to order March 13, 2024 at 6:06 p.m. in the garage area.

<u>Present:</u>	Tony Spagnolia	President
	Trevor Wry	Vice President
	Paul Cook	Treasurer
	Cindy Mitchell	Secretary
	Shelley Houghtby	Property Manager, Bella Vita Property Management
	Jessica Kidd	Administrative Assistant, Bella Vita Property Management

Establish Quorum: Proper notice of the meeting and the presence of a quorum was verified by Shelley Houghtby, Property Manager, Bella Vita Property Management. There were a total of six unit owners present either in proxy or in person.

Proof of Notice of Meeting: Shelley Houghtby verified the meeting notices were sent out in accordance to Florida Statute 718 governing Condominiums.

Vote to waive reading of the previous Annual Meeting minutes: A motion was made by Tony Spagnolia, seconded by Cindy Mitchell, and unanimously carried to waive the reading of the previous Annual Meeting minutes and approved as presented.

Election of the Board of Directors: There was no election of the Board, as only four (4) candidates submitted their intent to serve. Those Candidates were Paul Cook, Cindy Mitchell, Tony Spagnolia, and Trevor Wry. Appointment of Officers would be held at the Organizational Meeting.

Board Member/Committee Reports: Tony Spagnolia mentioned the first installment for the roof special assessment is due on or before March 30, 2024. The second installment would be due at the beginning of July 2024. The Board is in the process of selecting a contractor for the re-roofing project.

Tony Spagnolia also mentioned there were some unit owners that were delinquent. He stated that once late letters have been sent by Bella Vita, and the unit owners have yet to pay, they will be turned over to the Association's attorney for collections.

Some discussion was held regarding the possibility of adding tape within the garage spaces, as some unit owners are taking up more than one spot. Tony Spagnolia also reported the trash rotation has not been working. A schedule needs to be kept, and ensure that everyone is participating that is able, so it does not fall upon one unit owner.

Adjournment: On motion by Tony Spagnolia, seconded by Trevor Wry, and unanimously carried the Annual Meeting of the Members and Election of Directors was adjourned at 6:53 p.m. The Organizational Meeting immediately followed.

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ORGANIZATION MEETING OF THE BOARD OF DIRECTORS

Shelley Houghtby called the Organizational Meeting of the Board of Directors to order at 6:53 p.m.

She stated the sole purpose of this meeting was to appoint the Officers to the Board.

Trevor Wry motioned, Cindy Mitchell seconded, and unanimously carried keep all Board positions the same.

There being no further business, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Shelley G. Houghtby". The signature is written in a cursive style and is positioned above the typed name.

Shelley G. Houghtby, LCAM
On Behalf of the Board of Directors
Peppertree East Condominium