

Peppertree East Condominium Association

201-203 Sixth Ave.

Melbourne Beach FL 32951

Board Meeting Minutes 6/7/2021

Monday June 7th ,2021 7:00 P.M. (Meeting Held)

The meeting was called to order at 700pm.

Roll call and introduction to attendees was made.

Units represented at the meeting:

203C Ross Shairrick (Via Zoom Call)

203D Darryl Robbins (Via Zoom Call) Entered meeting at 7:30

201F Cindy Mitchell (Via Zoom Call)

203B Tony Spagnolia (Absent)

The meeting began with no new HOA/Owner agenda items or initial new business.

7:00 pm. The Meeting began with Ross and Cindy discussing accounting and budgets. It was decided that Ross would inspect the accounts and budgets and see if there was a way to create an acceptable report to submit to an outside accounting company without the use of Quickbooks to save the monthly fee. Cindy has a prospective vendor to handle our year end accounting and taxes but is keeping an eye out for other possibilities. Ross will review the budgets and accounts between July 15th and August 15th.

7:30 p.m. Darryl entered the Zoom meeting.

Projects in Progress Discussion

The Spectrum account we are waiting 30-60 days from 6/1/21 to finalize and be able to order equipment. The gutters were installed and fully repaired and inspected. The trash system is in place. The website is functioning as intended. The new voting system is working as a good alternative in the event of absent votes or long-term contractual votes.

It was discussed water mains will be addressed later as they are not an immediate emergency but are in need of attention. Please see Project key for updates. Fire extinguishers were discussed, and it was agreed to have all owners gather extinguishers in front of 203C Garage when the time comes to have them recertified. Front door light fixtures were agreed to find

suitable replacements versus cleaning and painting, See project key for details. It was agreed that new "Door Letters" would need to be chosen and approved before they are installed, see project key for updates. It was discussed to place the sprinkler and breaker box keys on a key hook at Darryl's Garage desk/ bench for board members to access. It was agreed to try to put some sort of hurricane tips and guide/direction on the website for owners and renters to have an additional method of communication in the event of a major catastrophe. Agenda Item#2 It was agreed that hurricane contingency was covered by access and use of the website documents, and board communications with owners. The fence was discussed and agreed to wait until after hurricane season to see where we stand with its condition, it is now added to the project key. It was discussed that once Ross has become up to date with the budgets and accounts that a periodic report would be generated bi yearly to the board by the treasurer #5 on the meeting agenda. It was agreed that we will have Scott Hunter remove the old rotting landscape timbers and replace with new but have them install stakes as they are at 203F to keep them from losing form. It was agreed that we would obtain 3 quotes for Bahama shutters for the garage windows, this has been placed on the project key. It was agreed that before any camera is placed in the trash area that we would observe and speak with the renter or owner that is possibly creating more mess than desired. Counter Checks were discussed by Cindy and Darryl and was determined that Karp 201D was possibly using that method of payment. It was discussed that the sprinkler system was an immediate emergency and was rebuilt and sprinkler heads were relocated by Scott Hunter and approved/managed by Ross. It was agreed that between August and September that Cindy or Tony would print a property inspection report from the website and walk the property for inspection and submit it. It was discussed to allow time for the newly placed grass behind 203F to grow before taking any further action.

It was agreed that the next HOA Board meeting would take place on or around 8/2/21 at 7:00p.m. via Zoom.