A picture containing logo

Description automatically generated

Edgewood At Everlands Homeowners Association Inc.

Board of Directors Meeting

765 Veridian Circle, Palm Bay Fl, 32907 – Pool Cabana

Meeting Minutes

Tuesday October 29, 2024

Start Time: 6:30 pm

Complete Time: 8:05 pm

1. **Call to Order**

Board President Tim Paterson at 6:31 pm

1. **Establishment of Quorum at 6:32 pm**

Directors Present, Tim Paterson President

VP & Treasurer, Leeanne Proffitt

Secretary, Bonnie Castleberry

3 of 3 Board Members in attendance.

Additionally, the new managing company Keystone Property Management Group was attended by Chuck Schulze Senior Property Manager & Director of Business Development

1. **Proof of Notice at 6:35 pm**
2. In accordance with Florida statute 720 and the Governing Documents the meeting notice was posted via:

Posted by the community mailboxes 2 weeks before the meeting & Pool Cabana announcement board.

Email blast via Keystone Management Company

Posted on our website 2 weeks before meeting

1. **Approval of Minutes from Previous Meeting at 6:36 pm**

June 2024 meeting minutes were approved by all board members

August 2024 meeting minutes were approved by all board members

1. **Board Reports**

**Treasurer’s Report** Leeanne Proffitt started 6:37 pm

-Discussion of current financial statements as well as the continual work on getting outstanding HOA dues that were left way past due because of the previous management company. Pick up of funds from Truist bank accounts by our board President that were not distributed to the HOA in a timely manner after termination of previous management company.

-Working with Keystone Property Management to make sure we sending out late payment notices and starting to move severely delinquent accounts to legal status with the board attorney who will begin lien proceedings on our behalf.

-Reviewed the importance of making sure that homeowners have signed up with Keystone Management Company for payment setup to avoid late payments

-Continual work with the ACC committee to expedite ACC approvals

-A vote for new board members will happen in 2025, please watch USPS correspondence to submit your application to join the board

**Secretary’s Report** Bonnie Castleberry started 6:58 pm

-None

**President’s Report** Tim Paterson started at 6:59 pm

-Tim Paterson, bids that have been received by 2 new cleaning companies as well at the current cleaning company. JoJo’s Cleaning came in with the best quote and had the proper insurance requirements as per the HOA covenants

-Bonnie Castleberry made a motion to approve the company, Tim Paterson Second the approval of hiring

-Tim Paterson made a motion to approve the Board Treasure to have a HOA approved credit card with a maximum of $1000 credit limit for HOA approved purchases.

-Leeanne Proffiitt Seconded the motion.

-All were in favor.

-Tim Paterson announced that there were required repairs to replace the emergency light at the pool as well as repair of light switches at the pool to help lower the amount of bugs and electricity costs at the pool

-Announcement of the community gates going live within the next few weeks and the importance of getting signed for a gate pass

-Discussion about continual parking violations by some homeowners who are parking on the streets as well as the mail/pool parking lots and the sales parking lot which is not permitted and violators are subject to towing at their expense with continued partnership via Lee’s Towing

-Announcement of the process of submitted an ACC application. Applications should be submitted to Keystone Property Management through the designated email address [Keystone@keyirc.com](mailto:Keystone@keyirc.com)

They will confirm that all applications are complete and then forward them to the Architectural Control Committee for voting purposes

-A zoom meeting will be held on November 26, 2024 for the annual budget. A link will be sent out to the homeowners additionally budget will be sent to each home via USPS for review.

1. **Old Business**

Tim started at 7:30 pm - None

1. **New Business**

Tim started at 7:31 pm - None

1. **Open Forum**

Tim started that 7:32 pm

1. **Adjournment**

Leeanne Proffitt moved; Bonnie Castleberry seconded for adjournment. All in favor. The meeting adjourned at 8:05 pm.