

## MINUTES

### EAST GREENS CONDOMINIUM, INC.

Meeting of the Board of Directors  
October 19, 2020  
East Greens Clubhouse  
Lehigh Acres, FL 33936

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**DETERMINATION OF QUORUM.** Board members present were Marty Clifton and Mark Otto. Linda Russell, Shirley St. Clair, and Patty Vealey were present by phone. Allison Cefalu, CAM, was in attendance for Management Professionals, Inc.

**CALL TO ORDER.** Mark Otto called the meeting to order at 4:00 p.m. at the East Greens Clubhouse, the location specified in the notice for this meeting.

**WELCOME GUESTS.** Mark Otto welcomed Donna Burns-Russell, John Chandnoit, Lulu Meadows, Candace Merritt, Sharon Nolde, Melissa Renninger and Fran Richardson.

**PROOF OF NOTICE OF MEETING.** In accordance with bylaw and statutory requirements, the notice for this meeting was mailed to all owners on October 5, 2020 by Allison Cefalu.

**READING AND DISPOSAL OF UNAPPROVED MINUTES.** Shirley St. Clair made a motion to approve the minutes of the September 21, 2020 Board of Directors meeting. Patty Vealey seconded the motion. Motion passed unanimously.

**TREASURER'S REPORT.** Allison Cefalu presented the Financial Report through September 30, 2020. Operating Account \$14,257.47, Reserve Acct. \$194,245.08, CD Capital Projects \$20,100.28, CD Reserve Fund \$35,959.39 and Accounts receivable \$2,739.55. Total Assets/Liabilities & Equity \$267,301.77.

Unit G06 has still not paid the special assessment. The Board instructed management to send a final demand letter giving the owner one last attempt to work out payment arrangement or pay in full before sending to attorney for collection process. Allison Cefalu will offer to help the owner contact their insurance company.

**UNFINISHED BUSINESS.** *Landscape Planning Committee.* Donna Burns-Russell reported the committee is developing a long range plan. They would like to plant as many trees as they will be able to. The committee had some questions concerning the funds. Allison Cefalu tried to answer as best she could but let the committee know all they have to do is either call the office or send an email and she would be happy to go over with them. They will also get clarification on the irrigation to make sure the irrigation will cover new plantings. They will also research soil conditions, types of trees. They would like to survey the ownership and visit other associations for ideas. Vendors would also be researched for costs. The Committee is currently in the researching stage.

*Guardhouse Shingles.* The guardhouse shingling is scheduled for Tuesday, October 20, 2020 and would take one day.

The Clubhouse door stop will be repaired this week as well as the camera installed by Management Professionals Maintenance. Linda Russell wanted to make sure it was hung in such a way as to be accessible to her for reviewing and battery replacement.

*Non-Residents/Guests using Pool.* There have been issues reported at the pool. If you notice anything going on at the pool area that is against the community rules, please report to the management office.

All the locks at the clubhouse and pool area are now all keyed to the same key. Door stop needs to be tightened as well Pool area needs to stay locked and KEYS SHOULD NOT BE GIVEN TO GUESTS.

It was also reported that residents have been leaving the clubhouse door propped open while they are utilizing the patio and/or pool. Reminder to all, the clubhouse is air conditioned so please keep door closed.

Management will send out the pool rules to all owners as a reminder. Please make sure “clean up after use” is included in the pool rule. This is not really a rule but a common sense statement.

**NEW BUSINESS.** . *2021 Budget Adoption.* Allison Cefalu informed the \$10.00 increase in the monthly budget for 2021 is due to the increase cost of insurance. Marty Clifton made a motion to adopt the 2021 Budget of \$260.00 per unit per month. Shirley St. Clair seconded the motion. Motion passed unanimously.

*Any new business which may properly come before the Board.* The Board has requested the East Greens Newsletter be submitted to the Board and to Management for approval prior to sending out to ownership. Allison Cefalu reported obtaining an email response to the October newsletter but since she did not obtain a copy of the newsletter she was unsure of what was being reported. Linda Russell stated it was sent to the Board prior to release. Shirley St. Clair stated it would be better to wait on presenting the three options until we had all information including the price for each, but the newsletter went out anyway. Some feel the newsletter is designed to one person’s agenda. Linda Russell agreed to submit to Board of Directors and Management for approval.

Lula Meadows brought up the topic of mail delivery. Many times the mail is not delivered to East Greens. Allison Cefalu did inform the residents that East Greens does not have a regular mail carrier and it is a hit or miss. She told the owners they need to join forces and contact the Lehigh Post Office and stay on them to get a regular mail carrier.

**DETERMINATION OF NEXT MEETING.** The next meeting of the Board of Directors is scheduled for November 16, 2020 at 4:00 p.m. at East Greens Clubhouse, Lehigh Acres, FL 33936.

**ADJOURNMENT.** There being no further business, the meeting was adjourned at 4:46 p.m.

*Minutes typed by Management Professionals, Inc. and have not yet been approved by the Board of Directors.*