COTTESMORE HOA

**NOTICE OF BOARD OF DIRECTORS MEETING**

Dated this 25th day of April, 2021

DATE: April 27th, 2021

10:30 AM Lely Country Club- Private Dining Room

**DRAFT MINUTES**

1. Establish a Quorum- Yes
2. Proof of Meeting Notice-Yes by email
3. Roll call- Susan Vicedomini, Tom Justice, Gene Sullivan, Jennifer Normandin

1. Approve Minutes from previous meeting- Tabled
2. Presidents Report- Susan reported that Lely Master sent CDD contribution invoice to prior management company. Would like to be pd asap as we are the last to submit payment.
3. Treasurers Report- We are missing January, would like corrected so to get best view of financial outlook. Tom made a suggestion that we invite Cindy to our next meeting, in the interim will email her questions he has.
4. Old Business
5. Compilation Approval- Motion made by Gene Sullivan to ratify the expense to have Mr. Knuckles do a compilation review and prepare tax documents, seconded by Tom Justice.
6. Gate Code Change Update- Some hiccups due to change in Amazon & Fed Ex policies. Things seem to be on track now.
7. ARB Report- include all board members in correspondence so all can track information.
8. Update- Owner Info Sheets- gave Susan a printed copy of updates, will compare at next board meeting.
9. Update- Resort Website Registration- Jennifer will check with Dave at Resort regarding owner permissions.
10. Doug reimbursement- Susan gave an update on the pizza party. Doug spent an additional $47.10 on pizza. Motion made by Gene to reimburse Doug for the added pizza expense, seconded by Tom.

1. New Business

1. RFP Landscaping- All proposals from the following vendors was discussed ( Stahlmans, Greenscapes, Brightview and Expert). It was decided to meet with Expert onsite to ask further questions and interview.
2. RFP Tree Trimming- Expert Tree Trimming proposal needed a few minor edits, a motion to approve proposal not to exceed $6700.00 was made by Gene Sullivan, seconded by Tom Justice.
3. Christmas Lighting Proposal w Addendum- Proposal for year round tree lighting from Deck the Halls in the amount of $1650.00 was made by Gene, seconded by Tom.

1. Adjourn: Meeting adjourned at 11:48 AM