

PALMWOOD HOMEOWNERS' ASSOCIATION, INC.
Official Minutes from Quarterly Meeting held on July 10, 2021

President: Samuel Cason
Vice-President: Javier Cruz
Secretary: N/A
Treasurer: Carl Monroe

1. Call to order by Chairman; Sam Cason @ 9am
2. Roll call of Members present (President, Vice President, and Treasurer), and quorum determination w/presentation & examination of proxies present: 7-present, 10-signed proxies.
3. Proof of notice of meeting or waiver of notice; Published copy of "Notice of Quarterly Meeting" letter handed to residents dated 1 July 2021. Not mailed, but delivered in person by President during week lead-up. In addition, date posted on website. This website was shown to members present, with intention made to utilize moving forward.
4. Reading of minutes from prior meeting (January 16, 2021 minutes read)
5. Reports of the Board (i.e. Officers, Committees, and employees or agents);

President informed all personnel present that the quarterly meetings will be posted to the website calendar; board members will use standard format for minutes moving forward. Also informed that there will be a "Minutes link" created on website with PDFs of all meetings. President polled for Secretary and Violations committee members to volunteer; no volunteers stepped forward. President also informed all present that board members have created all documentation from scratch to date.

Vice President stated he did not have anything to report. When prompted, reported on the status of the fence procurement (in progress); stated should be complete by Friday, July 16, 2021, then within about two weeks? Also stated that the city is not responsible for the lights in cul-desac, and will work on sign procurement.

Treasurer reported broad financial picture. \$ in assets reported. General monthly and other expenses reported: e.g. accountant, lawn service, lake doctors, website creation for one year, invoices for the removal of trash/wood from front area, sprinkler repairs, sprinkler pump, pepper tree removal, postage, pond fence replacement. In addition, president and treasurer informed all members present that a spreadsheet will be created for easier reporting of financial picture.

6. **Elections:** N/A

7. **Unfinished business:** lights in cul-desac – stated that board will look into (or ask for volunteers) to FPL for addition of lights, or will purchase lights and install if FPL does not do it. Solar panel led lights also considered (with poles). Signs – upon fence replacement, signs will be procured. Contact with city parking code enforcement has not been required yet. Playground suggestion still in consideration.

8. **New business:** 4525 had some complaints re. damage by renters, will make contact with management company. Contact links will be added to website (for officers/email). Officers will check 2-3 times per week. Violations committee – asked for volunteers and showed example of violations sent out via mail to members, and explained 1 year violation “expiration date”. Discussion regarding R.V. parked at first house entrance violation. Question about how renters are handled? – violations notice sent to owners via certified mail (slightly slower process). 2 unsigned return receipts from rental properties – need to confirm owner/management point of contact and obtain response. Speed limit signs – contact contractor who does city of Melbourne’s signs (15 mph although 20 mph was also suggested). Need to consider amendments to covenants & Bylaws to ensure consistency.

9. **Adjournment:** Meeting closed @9:50am by President.



Samuel Cason
HOA President

Approved & published July 16, 2021