

The Cottages at Millhopper Forest Homeowner's Association, Inc.
Board of Directors Meeting
March 6, 2018
Guardian Association Management
Santa Fe College Center for Innovation & Economic Development
530 West University Avenue
Gainesville, FL 32601
5:30 PM

Minutes

Location

Guardian Association Management, Santa Fe College Center for Innovation & Economic Development, 530 West University Avenue, Gainesville, FL 32601

Call to Order

The meeting was called to order at 5:32 PM.

Attendance, Roll Call, Determination of Quorum

Board Members present were Penny Bugos, Chuck Goad and Steve Scanlan. A quorum was established. Representative present from Guardian Association Management was Kelly Burch.

Reading and Disposal of Any Unapproved Minutes

Chuck made a motion to approve the January 31, 2018 Board Organizational Meeting Minutes. Penny seconded the motion and it was approved unanimously.

Schedule of Annual Meeting

Steve explained to the owners that a fourteen (14) day notice was mailed out to all owners and due to the discrepancy between the Declaration, which required a thirty (30) day notice, and the By-Laws, which required a ten (10) to sixty (60) day notice, the Annual Meeting had to be rescheduled. The Board agreed by consensus to defer to the Millhopper Forest Annual Meeting schedule and hold The Cottages Annual Meeting on the same date. The Millhopper Forest Annual Meeting was scheduled for May 2nd, 2018 with The Cottages Meeting to immediately follow.

Establish Processes for Elections

It was discussed that the Association's governing documents require ballots to be mailed to all owners and returned no later than the day before the meeting at which the vote will be taken. The owners present were provided the language from the By-Laws which specified that ballots shall be used. Association Attorney, Julie Naim discussed the idea of a proxy and a ballot together on one form and Kelly distributed a sample form. The Board agreed by consensus that the ballot and proxy form would be used for all future elections. Julie also explained that the election was not contested in The Cottages, therefore, a new election was not necessary at the Annual Meeting to held later in 2018.

Adjournment

There being no further business, the meeting was adjourned at 6:03 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management