

COVE POINTE OWNERS ASSOCIATION., INC.
Minutes of the Special Board of Directors' Meeting
Monday, November 9, 2020

The Cove Pointe Owners Association Special Meeting of the Board of Directors was held on Monday, November 9, 2020 at 5:30 p.m. at Holy Nativity Episcopal Church located at 222 Bonita Avenue, Panama City, FL 32401.

Call to Order and Quorum Check: President Craig Claussen called the meeting to order at 5:35 p.m. Board members in attendance were Tom Neubauer and Henry Breland. Owners in attendance were Chris Reiss, Nancy Breland, Buddy Dye, and Jan Dye.

Proof of Notice: The Board confirmed notice was posted on property in accordance with Florida Statutes and Association By-Laws.

Approval of Agenda: On a motion by Tom Neubauer and a second by Henry Breland, the Board unanimously approved the agenda.

Election of Officers: **The following slate of officers was unanimously elected by the Board: Craig Claussen, President; Henry Breland, Vice President; Tom Neubauer, Secretary; Jan Dye, Treasurer; Buddy Dye, Assistant Secretary.**

Adoption of 2021 Budget: **On a motion by Henry Breland and a second by Tom Neubauer, the Board unanimously approved the adoption of the 2021 budget. The assessments will remain at \$600.00 annually with a due date of February 1, 2021.**

ARB Fee Schedule: **On a motion by Henry Breland and a second by Craig Claussen, the Board unanimously approved the following fee schedule for the Architectural Review Board: \$450 for full plan review with \$200 to go to each of the professional members of the ARB and \$50 to go to the administrator and \$150 for partial plan review with the fee to be evenly divided between the two professional members of the ARB.**

Landscape Contract: After discussion among the Board, Buddy Dye was tasked with working with GreenLeaf Landscape on the contract renewal. Buddy Dye will meet with Josh Anderson to review the contract and report back to the Board with any changes to the terms or pricing. If there are no changes, a renewal will be signed for one year.

Any Other Items of Business Brought to the Attention of Any Member of the Board of Directors: Buddy Dye stated that the entrance signs need to be power washed. The approximate cost is between \$200-\$300. **The Board approved this request by consensus.** Buddy Dye stated that there are two trees that may be an issue in the future for the common areas around the dock. Buddy Dye stated that he will get a price from Arbor Tree Care and report back to the Board. Chris Reiss stated that the voluntary contribution needs to be recalculated. She will provide the pricing for the contribution for the Board to review before it is sent out to owners. Chris Reiss brought to the Board's attention that Burg Management has been charging an estoppel fee plus an additional transfer fee of \$50.00. The additional transfer fee is something that is already charged by the Association according to the governing documents and thus should not be charged by Burg

Management. Debra Laminack advised that she will review this with the Burg Management President, Tammy Mallory.

Adjournment: With no further business to discuss, the meeting was adjourned at 6:13 p.m.

Respectfully Submitted,

Debra Laminack, CMCA, AMS, PCAM