

Rookery Bay Maintenance, Inc.

NOTICE IS HEREBY GIVEN that a monthly Board of Directors meeting for Rookery Bay Maintenance, Inc. will be held at the date, time and place posted below:

DATE: May 1, 2020
TIME: 3:00 pm
PLACE: PBC Clubhouse

BOARD OF DIRECTORS MEETING

Draft Minutes

1. Meeting was called to order by Ken at 3:00pm
2. Determination of quorum by the attendance of President and Treasurer, John Heckard, Vice President Joseph Mulrooney, Director Patricia Avery, Director James Gaspari. Michelle Thibeault and Teri Lennon attending representing Sunstate Management. Chris Dutton is absent.
3. Notice was posted 48 hours in advance of the Board of Directors meeting. Notice was posted in compliance with Florida Statute.
4. Officer's Reports - None
 - a. President's Report - None
 - b. Treasurer's Report on Financials - None
5. Management Report - Discussion re turnover processes. Termination letter will be sent after John gives a verbal discussion with Diane
6. Unfinished Business - None
7. New Business
 - a. A **Motion** to release the current management company, Community Services Management, with the effective date of August 1, 2020 made by Jim and seconded by Joe. The **Motion** passed unanimously.
 - b. A **Motion** to appoint new management company - Sunstate Association Management Group, Inc made by Pat and seconded by Jim. The **Motion** passed unanimously.

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- c. A **Motion** to appoint the new management company to start August 1, 2020 made by Joe and seconded by Jim. The **Motion** passed unanimously.
- d. A **Motion** to appoint Sunstate Association Management Group, Inc as the registered agent made by Jim and seconded by Joe. The **Motion** passed unanimously.
- e. A Motion to appoint Sunstate as signers on the bank accounts by made by Jim and seconded by Joe. A brief discussion about the signers on the account and the approval of the payables by email. The **Motion** passed unanimously.
- f. A **Motion** to approve the contract as presented made by Jim and seconded by Joe. After a brief discussion about the contract the **Motion** passed unanimously.
8. Owners comments or questions - none
9. Next Regular Board meeting – August Turn over meeting date TBD
10. The meeting adjourned at 3:45