ROOKERY BAY MAINTENANCE, INC.
BOARD OF DIRECTORS MEETING MINUTES

DATE: Thursday, March 3, 2022
TIME: 4pm
LOCATION: PBC Clubhouse and ZOOM

Call the Meeting to Order: The meeting was called to order at 4:01pm.

Establish a Quorum: A quorum was established with the following board members present; Pat Avery, Melody Kolb, Chris Dutton, Chuck Mann, and Harvey Federman.

Approve Previous Meeting Minutes: MOTION made by Chris, seconded by Melody to approve the October 28, 2021, meeting minutes as presented. MOTION passed unanimously.

Homeowner Comments
- Linda Gaspari asked for the roof total.
- Jim Gaspari commented on electrical boxes and the $1000 roof assessment being eliminated.
- Janice Saylor asked if the contract includes the pool and garages.
- June Heckard asked is the Pointe aware of this project.
- Next planned project is the exterior paint. John Heckard has received a quote from Artistry.
- Jim Elder asked if there was any consideration to not do the garage roofs. Jim Elder commented on alternative underlayment.

New Business:
a.) **Review and vote on roof contract**: Melody reviewed the proposals and scope of work. Melody outlined the roof bids summary. **MOTION** made by Melody, seconded by Harvey to approve Colonial Roofing contract as proposed. MOTION passed unanimously.
b.) **Review and approval of a special assessment** to the membership for the roofing project. The total cost will be approximately $400,000. If approved, each member would be assessed $16,700. The special assessment would be collected in two equal payments. The first payment of $8,350 due by 4/1/22. The second payment of $8,350 due by 7/1/22.**MOTION** made by Chris, seconded by Harvey to approve the special assessment as presented with the two equal payments with due dates of 6/1/22 and 9/1/22. The $1,000 previously approved roof assessment due 9/1/22 will be eliminated. MOITON passed unanimously. Sunstate will invoice homeowners.

Adjournment: With no further business to discuss, the meeting adjourned at 4:42pm.

Next Meeting Date: 3/11/22 at 10am at PBC Clubhouse

Submitted by:
Nicole Banks, LCAM
Sunstate Management On behalf of your Board of Directors