

ROOKERY BAY MAINTENANCE, INC.

BOARD OF DIRECTORS MEETING MINUTES

DATE: Tuesday, April 26, 2022
TIME: 11:15am
LOCATION: PBC Clubhouse and ZOOM

1. Call the Meeting to Order: The meeting was called to order at 11:17am.
2. Establish a Quorum: A quorum was established with the following board members present; Chris Dutton, Harvey Federman, John Heckard, and Melody Kolb. Linda Gaspari had an excused absence.
3. Approve Previous Meeting Minutes: MOTION made by John, seconded by Harvey to approve the previous meeting minutes as presented from April 15, 2022. MOTION passed unanimously.
4. Appointments and Resignations: MOTION made by John, seconded by Melody to appoint Jim Elder to replace Linda Gaspari effective the sale date of the unit or when Linda's resignation is received, whichever happens sooner. MOTION passed unanimously.
5. Homeowner Comments: None.
6. New Business:
 - a. Review maintenance items – grounds (shrubs and trees), streets including ponding issue in parking lot, buildings including railings and porches, pool: John Heckard submitted a list for consideration. The board reviewed the items proposed. There are at least two rear steps that need attention. Richard's Workshop will meet with John Heckard. Sunstate will schedule the inspection and repairs as required annual for the backflows.
 - b. Distribution of updated contact information for owners and directors: Sunstate will send the board the homeowner contact list.
 - c. Budget review in light of item one above
 - d. Summer schedule for board meetings: Planning for every 2 months.
 - e. Reminder to owners when leaving to bring in any personal items from the front or rear porches.
6. Next Meeting Date: Tuesday, June 14th at 9am, August 9th at 9am.
7. Adjournment: With no further business to discuss, the meeting adjourned at 12pm.

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