

# ROOKERY BAY MAINTENANCE, INC.

## BOARD OF DIRECTORS BUDGET MEETING MINUTES

**DATE:** Thursday, November 17, 2022

**TIME:** 4:00pm

**LOCATION:** ZOOM and at PBC Clubhouse

- Call the Meeting to Order: The meeting called to order at 4:03pm.
- Establish a Quorum: A quorum was established with the following board members present; Melody Kolb, Chris Dutton, Harvey Federman, Jim Elder, and John Heckard (via ZOOM).
- Approve Previous Meeting Minutes September 15, 2022, and October 6<sup>th</sup>, 2022: **MOTION** made by Jim, seconded by Harvey to approve both sets of meeting minutes as presented. MOTION passed unanimously.
- President's Report:
  - Chris commented on the note he received from PBC Master Board President, Gil Castro regarding Brightview Landscaping's performance. This is under review. John Heckard suggested requesting Charlie Ramirez as the BV account manager.
- Treasurer's Report: Melody reported from the October 31, 2022, financial statements. Melody reported on the year-to-date income & expenses and 2023 projections.
- Unfinished Business: Roof and Maintenance Items Update
  - John Heckard sent the Board and Sunstate maintenance items for attention.
- New Business: Adopt 2023 Budget **MOTION** made by Harvey, seconded by Melody to approve the 2023 budget with the quarterly dues at \$2,500. MOTION passed unanimously.
  - John commented on maintenance items that need to be addressed.
  - The Board reviewed the proposed budget. The largest increase and is insurance.
  - Sunstate will verify the trash pick up rates (there should be none for the pool)
  - Exterior Painting is planned for 2023. This would be funded by a special assessment.
- Next Meeting Date: TBD
- Adjournment: With no further business to discuss, the meeting adjourned at 5:15pm.

Submitted by:

Nicole Banks, LCAM

Sunstate Management

On behalf of your Board of Directors