

# ALTERRA

HOMEOWNERS ASSOCIATION, INC.

## Board Meeting Minutes Immediately Following Annual Meeting

November 11, 2019

First Baptist Church, South Campus  
3309 James Redman Parkway, Plant City, FL 33566

### 1. Call to Order 7:10 PM

#### Verify Quorum: Quorum

John McDowell, Joshua Hook, Amie Dunn and Humberto Palacios present.

Josh Lugo was not in attendance. Homeowners from the annual meeting stayed to attend.

**Timely Notice:** It was also determined that timely meeting notice had been mailed to all homeowners with an affidavit on file. Kelly Mauzy represented McNeil Management.

**Approval on Minutes:** Previous meeting minutes were read by John McDowell.

**On Motion:** Duly made by Joshua Hook, seconded by Amie Dunn and carried unanimously.

**Resolve:** To approve minutes as presented and read by the Board.

### 2. Management Reports

Questions regarding violations and assessments were answered by the Association Manager.

### 3. Unfinished Business

**Supplemental Guidelines:** Update: The supplement was recorded with the Clerk of Courts via the Attorney and is currently at the printer for distribution to be mailed to each homeowner. Homeowners should receive their copy by USPS. A copy will be uploaded to the community's website.

**Community Message Board:** The Board of Directors narrowed the decision down to two message boards and management presented to the membership at the meeting. The unanimous membership consensus was to approve the smaller of the two options.

**On Motion:** Duly made by John McDowell, second by Humberto Palacios and carried unanimously.

**Resolve:** To approve the Small Vertical Message Board, single sided, to be placed in the area near the mailboxes and playground for community announcements. The cost is not to exceed \$800 with taxes and shipping.

**Landscape Maintenance:** Update: Contract has been executed and Chesky's Outdoors will begin December 1, 2019. The current vendor was given proper notice and last payment will be given December 1, 2019, after the execution of the final site visit for maintenance.

It was noted by a Homeowner that trash and debris are significant near the front entrance signs (near the bus stop) and asked Directors if the new landscaping company will be addressing the issue. It was confirmed that it will be taken into consideration with the new vendor.

**Newsletter:** The Board will create a newsletter to be posted once the new message board is installed. Newsletters will be posted and updated at the discretion of the Board.

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**Towing Company:** A towing contract with Brewington's Towing for association owned property was executed. The current Board Members will be the only authorized agents for call-ins. However, the Towing Company has permission to tow 24 hours a day on association property (parking area where the mail and playground. McNeil Management does not call in tows.

**Breaker Box at Playground:** Lock to breaker box as was completed.

#### 4. New Business

**Board of Directors Positions:** The Board will retain their current positions for 2020:

President/ Treasurer: John McDowell  
Vice President: Josh Lugo  
Secretary: Joshua Hook  
Treasurer: Amie Dunn  
Director: Humberto Palacios

#### 5. Homeowner Comments:

- Cable, would like another vendor other than Spectrum, but a homeowner present made a statement since they work for a cable provider.
- TECO and being able to get Natural Gas- unknown at this time whether possible.
- Solicitors- Humberto offered what steps to take when someone comes to the door soliciting. 757-9200 is the non-emergency number to call.
- Question about D.R. Horton, John stated that it was addressed with an Attorney.
- Speed Bumps and Kids Crossing sign wanted in front of Kids Playground area to slow speeding.

#### 5. Director Comments:

None

#### 6. Adjournment

The meeting was adjourned at 8:25 PM.

  
Prepared by Management on Behalf of the BOD