

ALTERRA

HOMEOWNERS ASSOCIATION, INC.

**Special Members Meeting
September 21, 2020 at 6:30 p.m.
Virtual Zoom Meeting
Meeting Minutes**

1. Call to Order

The meeting was called to order at 6:30 p.m. by Board President, Amie Dunn. Directors Humberto Palacios, Josh Lugo and Adriana McDonald were also present. Manager indicated that timely notice occurred as the proposed Amendment meeting information was mailed to all owners on August 28, 2020 via regular mail. The manager indicated that only 10 proxies were received, therefore a quorum of 30% or 37 owners was not attained, and the Special Meeting must be closed or reconvened to a later date. The Board of Directors decided to reconvene the meeting on November 9, 2020.

2. Adjournment

On Motion: Duly made by Amie, second by Adriana and carried unanimously.

Resolve: To adjourn the Special Meeting at 6:33 p.m. and reconvene the meeting on November 9, 2020.

**Reconvened Special Members Meeting
November 9, 2020 at 6:30 p.m.
First Baptist Church, South Campus
3309 James Redman Parkway, Plant City**

1. Call to Order

The meeting was called to order at 6:35 p.m. by Board President, Amie Dunn. Directors Humberto Palacios, Josh Hook and Adriana McDonald were also present. Doug Pinner represented McNeil Management and indicated that timely notice occurred as the reconvened meeting was announced at the previous meeting, along with a reminder included within the Annual Member Meeting mailing sent on October 22, 2020. Affidavit of Mailing on file for review. Manager indicated that 18 lots were represented in person or by proxy; a quorum was not attained. The Special Meeting must be closed or reconvened to a later date. The Board of Directors decided to reconvene the meeting on December 7, 2020 at 1:00 p.m. via Zoom meeting ID 895 6862 5954. Manager will send a spreadsheet with list of lots/votes/proxies received to date to the Board of Directors, to assist the board members and/or other volunteers in the door to door proxy/vote collection effort.

2. Adjournment

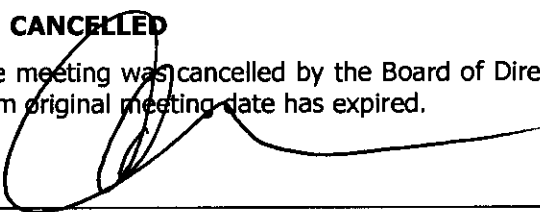
On Motion: Duly made by Amie Dunn, second by Adriana McDonald and carried unanimously.

Resolve: To adjourn the Special Meeting at 7:04 p.m. and reconvene on December 7, 2020.

**Reconvened Special Members Meeting
December 7, 2020 at 1:00 p.m. Via Zoom**

1. CANCELLED

The meeting was cancelled by the Board of Directors. Reconvene is not an option because 90 days from original meeting date has expired.


Prepared by Manager on behalf of Secretary