

The Cottages at Millhopper Forest Homeowner's Association, Inc.  
Board of Directors Organizational Meeting  
December 12, 2016  
Office of Guardian Association Management  
Santa Fe College Center for Innovation & Economic Development\  
530 West University Avenue, Gainesville, FL 32601  
Immediately Following the Millhopper Forest Board of Directors Meeting

Minutes

Location

Office of Guardian Association Management, Santa Fe College Center for Innovation & Economic Development, 530 West University Avenue, Gainesville, FL 32601

Call to Order

The meeting was called to order at 7:32 PM.

Attendance, Roll Call, Determination of Quorum

Board members present were Chuck Goad, Steve Scanlan and Alice Wheeler a quorum was established. Representative present from Guardian Association Management was Kelly Burch.

Proof of Notice of Meeting, or Waiver of Notice

Kelly presented a signed, notarized affidavit that notice of the meeting was mailed or emailed to all owners. It was accepted by consensus.

Reading and Disposal of Any Unapproved Minutes

Alice made a motion to waive the reading of the minutes of the July 27, 2016 Board Meeting. It was seconded by Chuck and approved unanimously.

New Business

**Consider and adopt the 2017 Budget:** The 2017 Proposed Budget was discussed at length with some amendments to the budgets.

- Landscaping proposals were reviewed along with the scope of work for community. It was decided by consensus that the scope of work be changed to incorporate two (2) complete irrigation checks and that either a 2-3-year contract be provided or that a 3% cap on increases be included in the contract. Kelly was directed to provide the amended scope of work to all the contractors that bid and ask that they resubmit proposals to be considered at the next Board Meeting.
- Alice made a motion to cancel the current lockbox service, have all coupons sent from Guardian Association Management's office and have the statement processing fee billed to the owner for those that wished to pay by check. Chuck seconded the motion and it was approved unanimously.

Chuck made a motion to approve the budget as amended with a monthly payment of \$153.00 per home. It was seconded by Alice and approved unanimously.

Adjournment

There being no further business, the meeting was adjourned at 8:51 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management