



The Cove Homeowners Association, Inc.
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Minutes
Board Meeting
April 23, 2020
Zoom
6:30PM

Call to Order: The meeting was called to order at 6:35 PM.

Attendance: The quorum was established as Carlos Asturrizaga, Rahul Mehta, Ramesh Kumar, Brendon Sullivan and Ron Schade who were present. Janet Washington represented Community Management Specialists, Inc.

Proof of Notice: Carlos confirmed posting of the notice 48 hrs prior to the meeting

Previous Meeting Minutes: Ron motioned to approve the previous minutes from the meeting on February 28, 2020 stating that the second page were just notes and not part of the minutes. This was seconded by Carlos and passed unanimously (5-0)

Business Items:

- The board reviewed the Collection Report and discussed when ITL letters should sent. CMS offered to provide the board with a sample Collection Charter so the board can implement any changes requested to the collections process. Brendon made a motion to hold any ITLs for homeowners late on the 2nd Quarter payments. This was seconded by Rahul and passed unanimously (5-0).
- Ramesh made a motion to waive any balances currently under \$25.51 and gave CMS permission to waive any balances under \$5. Going forward. This was seconded by Ron and passed unanimously (5-0).
- The board requested three estimates for reserve studies.
- The board provided an update on the Wang & Goodman cases, they were rescheduled for June & July
- The board discussed the upcoming Annual Meeting and asked Janet to see if it can be conducted by zoom. If so, the board would like it scheduled for June 25 and would like to present the additions to the Governing Documents to the community.
- Carlos provided a draft of the changes the Board would like to make to the community's Governing Documents, such as short-term rental terms, ATV/recreational vehicle restrictions on the street, access to the dry pond and late fees. The board discussed lease requirements and asked for Janet to inform the Board of the cost for CMS to handle the lease process. The board also discussed changing the late charge policy from a percentage to a flat rate. Ron made a motion to present these to the Attorney, Pilka, so that they could be voted on by the community at the Annual Meeting. This was seconded by Ramesh and passed unanimously (5-0).

CCR:

- The board reviewed the violation report and requested on the next inspection; CMS look for window A.C. unit violations.
- The board inquired about the fence violation for COV11117 and inquired about the ARB application that was submitted and asked CMS to inform the homeowner they would consider the request if submitted by ARB application.

Open Forum:

- Jacqui Clarke inquired if the board would consider a variance for the fence at COV11117. The board stated it will be considered once a new ARB application is submitted.

- Jacqui also inquired about the status of the new mailboxes. Carlos stated he has obtained estimates and is waiting for the reserve study to be completed before moving forward.

Adjournment: With no further business to discuss, Brendon made a motion to adjourn the meeting at 8:27 PM.

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