



The Cove of Seminole County HOA, Inc.  
71 S. Central Ave. Oviedo, FL 32765  
Office/407.3597202  
Fax/407.9711490

**Minutes**  
**Board of Directors Meeting**

March 25, 2021

Via Zoom @ 6:30 PM

**Call to Order:** Meeting was called to order by Brenden Sullivan at 6:33 PM.

**Attendance:** The quorum was established by Carlos Asturrizaga, Ramesh Kumar, Ron Schade, and Brenden Sullivan. Rahul Metha arrived on the call late.

There was one homeowner in attendance.

Angela Davis represented Community Management Specialists, Inc.

**Proof of Notice:** The meeting notice was posted on the community website more than 48 hours in advance and Ramesh posted the notice at the entrance of the community more than 48 hours in advance.

**Previous Meeting Minutes:** Ron made a motion to approve the meeting minutes from February 25<sup>th</sup>, 2021 seconded by Carlos and carried unanimously (4-0).

**Manager's Report:** As of 2/28/2021, the Association had \$451,573.76 in Cash of which \$355,897.35 was comprised of Reserve Funds. The month of February yielded \$10,005.21 in Income, \$9259.08 in Expenses for a Net of \$746.13. January through February yielded \$20,604.20 in income, \$20,029.57 in expenses for a net of \$574.63. Accounts Receivable as of 2/28/21 was \$6930.26 (Down from \$11,310.07 as of last month!). The Board of Directors also confirmed placing the remaining funds from the \$100,000.00 initial approved investment into a fixed CD with Alliance.

**Collections Report:** The Board reviewed the collection report and voting on the following:

- **COV10978 – 3263 Safe Harbor** – (\$1005.02) – Owner on payment plan with Wonsetler & Webner PA \$150/month + ongoing assessments until paid in full – Motion was made by Ron and seconded by Ramesh to accept the payment plan as presented by the attorney and carried unanimously (5-0)
- **CIV11024 - 3232 Night Breeze** – (\$838.60) - Intent to Lien expired on 3/6/21 – File currently with Wonsetler & Webner, PA – Motion was made by Ron and seconded by Ramesh to proceed with collection proceedings by the attorney and carried unanimously (5-0)
- **COV11210 – 3294 Safe Harbor** (\$747.74) - - Intent to Lien expired on 3/6/21 – File currently with Wonsetler & Webner, PA – Motion was made by Ron and seconded by Brenden to proceed with collection proceedings by the attorney and carried unanimously (5-0)



**Violation Report:** The Board reviewed the violation report. The following was discussed and voted on:

- It was written in the minutes CMS has not provided the inspection reports to the Board of Directors. February inspection was completed on 2/8/21 and report was provided to the Board on 2/9/21. CMS will send past reports to board by Friday, 03/26/2021 as well as attorney updates. We will continue to send post inspection.
- The Board discussed the fact that they will continue with the same violation/inspection policy where CMS to send report same day, then allow the Board three days for comments, then approve. If no approvals or responses are received by the Board within that timeframe, then CMS will proceed with sending out letters as usual.
- **COV11106-** A motion was made by Brenden, seconded by Ron to send Statutory request for mediation/arbitration, and carried unanimously (5-0). Motion was also made by Ramesh and seconded by Ron to combine the violations for this member with the attorney's office and to proceed with one Statutory request for mediation/arbitration and carried unanimously (5-0).
- **COV11075-** A motion was made by Brenden, seconded by Ron to send Statutory request for mediation/arbitration, and carried unanimously (5-0). Motion was also made by Ramesh and seconded by Ron to combine the violations for this member with the attorney's office and to proceed with one Statutory request for mediation/arbitration and carried unanimously (5-0).
- **COV10955** – CMS was to send to attorney after January meeting. Angela from CMS will make sure this file is sent ASAP.
- **COV11090** – CMS was to send to attorney after January meeting (Two Violations). Angela from CMS will make sure this file is sent ASAP.
- **COV11080** – CMS was to send to attorney after February meeting. Angela from CMS will make sure this file is sent ASAP.
- **COV11067-** Ramesh to verify that the sidewalk of the home had been cleaned and this portion of the violation was cured. Ramesh will check on the driveway portion and communicate back with CMS as to if the driveway has been cleaned and this violation has been cured.
- **COV11055-** Brenden made a motion, seconded by Ron to allow 90 days for the homeowner to remedy their violation. If violation is not cured within 90 days, the Board will proceed with turning over file to the attorney. CMS to send out letter to homeowner notifying of 90-day timeline for remedy of the violation.

**ARC Report:**

- It was noted that CMS needed "monthly minutes" or "monthly spreadsheet" from ARB committee with all applications, showing approvals and denials by which board members as well as any stipulations listed by the ARB committee. Ron will relay this information to Kevin who serves on the ARB committee.
- The opinion letter from Attorney Pilka was reviewed by the Board and sent to the ARB committee regarding the most recent Wang ARB application. This application is currently being processed by the committee.





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**Business Items:**

1. Mailboxes: Brian Berrios from Mailbox and Sign solutions was present to answer any questions the Board may have had about the mailbox project being presented. The quality and steel gauge of the mailboxes were discussed, and Mr. Berrios is to get that information to Carlos ASAP who will pass the manufacture information on to the Board to answer any further questions they have regarding the quality. Brenden made a motion, seconded by Ramesh to increase the prior bid approval from \$20,000.00 to \$20,250.00, and the motion carried (4-1). Carlos will take care of getting signed approval bid to CMS as well as vendor insurance naming the Association and CMS as an additional insured and current W-9 for the vendor. Carlos will also send CMS a letter to be sent out to homeowners notifying them of the project and how to collect mailbox keys. CMS will send Carlos a homeowner list and addresses to forward to Mr. Berrios.
2. Garage Sale: The board discussed the community garage sale. The garage sale will take place on Friday April 16 – Sunday, April 18, 2021. CMS will open the gates from 8:30 AM – 3:30 PM. Board will hang the sign for the garage sale and CMS will advertise the sale on social media (Facebook) for exposure of the sale.
3. Amazon Key: Carlos presented the “Amazon Key” that is being solicited to the community to make access easier for Amazon carriers to deliver packages. The Board agreed this does pose concerns for the community and who is accessing the gate. No vote was needed at this time and the Board chose to do nothing with the suggestions.
4. FPL / Street Lights: The street light map was presented by Carlos with proposed locations of the new streetlights. It was agreed that each Board Member will review the map and report back next meeting with suggestions and changes. It will be further discussed at the next meeting.

Open Floor: There were no comments from the floor or any homeowners on the line.

Brenden made a motion, seconded by Ron, to adjourn the meeting at 8:03PM, and carried unanimously (5-0).