

**Cinnamon Cove Single Family II  
Board Meeting Minutes  
June 24, 2019**

**Call to Order-** The meeting was called to order by President Carolyn Kern at 10 AM

**Notice-** Notice was posted in accordance with the Association's governing documents and Florida Statutes.

**Quorum-** A quorum was established by the presence of Carolyn Kern, Mary Jane Corning and Bob Hughes in person. Dennis Frisch and Tom DeBoni attended via video conference.

**Approval of Minutes-** The Board reviewed minutes from the May 20, 2019 Meeting. Carolyn noted an address that needed to be changed under the Manager's Report. Mary Jane made a motion to approve as amended, Bob seconded and the motion passed 5-0.

**Treasurer's Report-** Tom reviewed the May 2019 Financial Statement for the Board.

**Manager's Report:**

A bid from BDK services for repairs on 16554 rotted fascia, 11091 rotted wood, 16579/89 rotted trim, 16804 wood rot/stucco above sidewalk, 16605 soffit damage and 16780 door jam/trim rotted wood. A formal bid from BDK and second written bid will be provided by manager at the next meeting.

16746 has a rotted wood issue that needs to be addressed.

A copy of the Hurricane Letter was provided to all Board members.

**Committee Reports:**

**Irrigation-** Bob reported that the irrigation crew needs more volunteers. Prices for a wet check and repairs will be reviewed next month

**Lamp Posts-** An electrician completed repairs at 16804 and 16555 on 6/21. Issues were caused by water getting into one of the electrical boxes. Dennis reported that FPL is in the process of changing broken cement covers on the ground. Only 16650 Coriander remains to be replaced.

**Landscaping-** Mary Jane reported that weeds are being kept under control. Small palms are being trimmed this morning. A walk through is scheduled for 6/25 at 9:30.

**Old Business:**

**Audit-** The audit is not yet complete.

**Phases 1 and 2 Painting-** Painting is complete, drip edges need to be added to the Phase 3 bid.

**Tree Trimming-** Scheduled for July 8

**Website-** Old minutes from the website will be removed and new minutes added. FAQ needs to be updated. Tom may be able to take over editing CCSF II Website.

**New Business:**

**Wind Mitigations-** 10 properties need updated wind mitigation reports after getting roofs replaced by San Carlos. Tom made a motion to approve spending \$1000 on Wind Mits, Bob seconded and the motion passed 5-0.

**Phase 3 Trim-** Carolyn presented her first draft of a proposed scope of work document to the Board for input. The final draft will be reviewed by the Board at the next meeting before it is distributed by the Association's manager to obtain at least 3 bids.

**Master Association Update-** Mickie LeBlanc provided the Master Association Update

**Requests for Additions/Renovations-** 16794 Coriander request to install impact windows and fabric storm shutters. Mary Jane made a motion to approve, Bob seconded and motion passed 5-0.

**Board Comments:**

Dennis asked about the right of entry form needed for Hurricane debris removal.

**Adjournment-** Mary Jane made a motion to adjourn at 11:06 AM, Bob seconded and the motion passed 5-0.