

# THE ESTUARY

HOMEOWNERS ASSOCIATION, INC.

**Annual Membership Meeting  
October 21, 2021  
11518 Newgate Crest Drive, Riverview, Florida  
Meeting Minutes**

**1. Call to Order-Certifying of Quorum**

The Annual Membership Meeting was called to order by President Alan Brown at 6:35 p.m. With twenty-three (23) lots represented by proxy and nine (9) lots represented in person, a quorum of the membership was established with a total of thirty-two (32) lots represented. Jeana Wynja represented McNeil Management.

**2. Proof of Notice of Meeting**

An affidavit of mailing was presented by McNeil Management as proof of proper notice mailed on September 29, 2021 to all owners of record. The affidavit will be placed in the Association files.

**3. Reading of Unapproved Minutes**

The prior meeting minutes dated October 15, 2020 were reviewed by the membership present.

**On Motion:** Duly made by Kathy Brown second by Tiffany Lee and carried unanimously by the membership present.

**Resolve:** To approve the 2020 Annual Meeting minutes as presented.

**4. Unfinished Business:** None

**5. New Business**

**Community Update:** Alan presented. Landscaping, irrigation, pond and aerator enhancements have been made throughout the community, which will be reviewed at the Board meeting following the Annual meeting. Landscapers have been diligent to work through concerns in a timely manner, especially the irrigation system, which needs a lot of attention. Management company situation is great.

**Introduction of Candidates, Discussion and Election of Directors:** Candidate Alan Brown introduced himself; owners were provided with his biography.

Manager opened the floor for board nominations. No nominations were presented. The floor was closed. Candidate Alan Brown was uncontested; no ballot-vote occurred.

**On Motion:** Duly made by Kevin Hartzog second by Tiffany Lee and carried unanimously by the membership present.

**Resolve:** To close the floor for further nominations and accept uncontested nominee Alan Brown to serve a 3-year term as a director on the board.

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## **Expansion of Board of Directors:**

Alan presented. Proposed to add one (1) more board member seat this year and another in 2022.

**On Motion:** Duly made by Kevin Hartzog second by Tiffany Lee and carried unanimously by the membership present.

**Resolve:** To approve the expansion of the Board of Directors seats as presented.

## **Appointment of a New Director to the Board:**

Alan presented. Proposed to add Keywanna Miller to fill a director seat on the board.

**On Motion:** Duly made Alan Brown second by Kevin Hartzog and carried unanimously by the membership present.

**Resolve:** To approve the appointment of Keyanna Miller as a director to the Board.

**IRS Ruling – Retain Surplus Funds:** A formality allowing the Association to roll over surplus funds to the next fiscal year by retaining in the operating account or to move a portion into the reserve account without being considered as profit.

**On Motion:** Duly made by Roger Yokell second by Kevin Hartzog and carried unanimously by the membership present.

**Resolve:** To roll over surplus funds to the next fiscal year by moving to the reserves account.

**Homeowner Comments:** Owner concern regarding parking on the street.

## 6. **Adjournment**

**On Motion:** Duly made by Kathy Brown second by Kevin Hartzog and carried unanimously.

**Resolve:** To adjourn the meeting at 6:58 p.m.

APPROVED BY THE ASSOCIATION MEMBERSHIP ON 10/20/2022

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Prepared by Manager on Behalf of Secretary