

# **COVERED BRIDGE ESTATES COMMUNITY ASSOCIATION, INC.**

**A Corporation Not-For-Profit**

**6350 Shenandoah Circle**

**Ellenton, FL 34222**

**The Board of Directors and Owners Will Meet via Zoom  
Owners May Attend via Zoom using Meeting ID 99557323913  
(Passcode: 773041)**

## **ANNUAL MEMBERSHIP MEETING AGENDA**

**TIME: 7:00 P.M.**  
**DATE: Wednesday, April 21, 2021**  
**PLACE: Via Zoom**

- 1. Call the Meeting to Order**
- 2. Certify Quorum**
- 3. Proof of Notice**
- 4. Reading and Disposal of any Unapproved Membership Meeting Minutes**
- 5. Report of Officers**
- 6. Old Business**
- 7. New Business**
  - a. Announce Board of Directors for 2020/2021**
- 8. Adjournment**

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## **BOARD OF DIRECTORS AGENDA**

**TIME: Immediately following Annual Meeting**  
**DATE: Wednesday, April 21, 2021**  
**PLACE: Via Zoom**

- 1. Call the Meeting to Order and Proof of Notice**
- 2. Certify Quorum**
- 3. Reading and Disposal of any Unapproved Board Meeting Minutes**
- 4. New Business:**
  - a. Election of Officers**
  - b. Approve Authorized Check Signers**
- 5. 2020/2021 Board of Directors Meeting Schedule**
- 6. Adjournment**

# COVERED BRIDGE ESTATES COMMUNITY ASSOCIATION, INC.

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## Board of Directors Organizational Meeting Minutes of March 25, 2020

### I. Call to Order:

Without objection, the meeting was called to order by the manager, Pat Naldrett-Bilodeau, at 3:15 pm.

### II. Calling of Roll:

Charlie Lane, Don Samuelson, Don Hedman, Nathan Chambers and Alan Laster were present. Also present was Pat Naldrett-Bilodeau.

### III. Confirmation of Quorum and Proof of Notice:

A quorum was established with all five Board members present.

**Proof of Notice:** Notice of the meeting was posted at 2:40 pm, Monday, March 23, 2020.

### IV. New Business:

#### a. Election of Officers: (President, VP, Treasurer, Secretary, Director)

After some discussion concerning each of the officers and their willingness to service another term, a Motion was duly made by Don Samuelson and seconded by Don Hedman to keep the current slate of officers as follows:

Charles Lane President

Don Samuelson Vice President

Don Hedman Treasurer

Nathan Chambers Secretary

Director at Large Alan Laster. Motion carried.

#### b. Approve Authorized Check Signers:

A motion was duly made and seconded to keep Charlie Lane and Don Hedman as signatories on all bank accounts. Motion carried.

**c. Approval of Organizational Meeting Minutes from 2019**

Charlie Lane made a motion to accept the minutes from the March 2019 Organizational Meeting. Seconded by Don Hedman. Motion carried.

**V. COVID-19 Discussion and Directions:**

After much discussion concerning keys and key fobs, it was decided that key fobs for residents would be reprogrammed to allow entry to the clubhouse only from 8 AM to 5PM.

**Other items for discussion were:**

Waiving the second quarter late fee and interest due to the COVID-19 crisis.

Violations will continue as normal.

Changing Pool Companies would be discussed at a later time, when the pool reopens.

Budgetary Concerns: The Treasurer and Manager will work with Gilmore Tractor Services to remain with the 2020 budget. They will also work together to monitor other expenditures to try to maintain as low a cost of doing business as feasible during the COVID-19 period. All such budgetary decisions to be reviewed by the Board before implementing.

**VI. Next Public Board Meeting is scheduled for April 22, 2020.**

**VII. Adjourn**

With no other business coming before the Board a Motion was duly made and seconded to adjourn at 3:55.

**Respectfully submitted by:**

**Pat Naldrett-Bilodeau managing agent for**

**Covered Bridge Estates Community Association**