

# **AVERY PARK HOMEOWNER'S ASSOCIATION BOARD OF DIRECTOR'S MEETING MINUTES**

Saturday, June 10, 2023

Foundry Church,

1491 E. State Road 434, Winter Springs, FL 32708

Meeting called to order at 11:25 AM by Michele Marino, Director and Acting HOA Board Secretary.

A brief meeting was called to order following the Annual Meeting for the newly elected board of directors to establish positions and discuss transition.

## **ATTENDANCE**

### **Current Directors:**

- Michele Marino, Josh Hogan

### **Top Notch:**

- Marilyn Vance, Gasner Guerrier, Ashley Roghelia

### **Board Members Elected 6/10/23:**

- Tony Dossett (56 votes)
- Mark Erickson (53 votes)
- JD Thoms (46 votes)

The following positions on the board were established and serve a two (2) year term:

- JD Thoms - President
- Tony Dossett - V/P
- Mark Erickson - Treasurer

Serving one (1) year terms are:

- Josh Hogan - Secretary
- Michele Marino - Director at Large

## **TRANSITION DISCUSSION**

- Moving forward Top Notch will provide the following to the board and will post on the portal for Director view only the following:
  - A list of all current vendors and area of services
  - A copy of all vendor contracts
  - A list of all committee chairs
  - Current list of all homeowners, renters with contact (phone and email info)
  - List of all homeowners who have provided consent to use email as a contact method.
- Top Notch offered for new board member to contact them for a personal meeting to assist with transition.
- Handling of HOA board meeting minutes will be revised to post quickly an unapproved draft of minutes within a week of a meeting pending final approval at the following month board meeting. Approved minutes will replace unapproved version.
- Top Notch will contact Brad Carlson (webmaster) to update the Avery Park website with new board member contact info.

- Top Notch to provide new board members with to sign-up for HOA Board Certification training.
- Action plan to provide all committee chairs with copies of current contracts for their areas and to review duties and responsibilities for each committee,
- Update on Avery Park website and on portal a list of all committee chairs.
- Request was made to continue newsletter to update on current projects. Top Notch to provide list of FAQ to publish in newsletter.

**NEXT BOARD MEETING** June 19, 2023, 7:00pm, Wedgewood Tennis Villas.

**ADJOURNMENT** With no further business, a motion to adjourn the meeting was made at 11:43 AM by Michele Marino, seconded by Josh Hogan.

Respectfully Submitted,

Michele Marino, Acting Secretary