



ANNUAL MEETING

MOTIONS & OUTCOMES REPORT

DATE: February 27, 2024

LOCATION: 2375 Zoysia Lane, North Fort Myers, FL 33917

PROCEDURAL ACTIONS

Certification of Quorum

- **Status:** Confirmed.
- **Outcome:** The Board reviewed submitted proxies and established a quorum was present to conduct official business.

Proof of Notice

- **Status:** Confirmed.
- **Outcome:** The Secretary verified that notice was posted and distributed in accordance with Association Bylaws and Florida Statutes.

FORMAL MOTIONS

Motion 1: Approval of Minutes

- **Subject:** Reading and disposal of unapproved minutes from the previous meeting.
- **Motion:** Made and seconded to approve the minutes as read.
- **Result: PASSED** (Unanimous).

Motion 2: Adjournment

- **Subject:** Closing of the Annual Board Meeting.
- **Motion:** Made and seconded to adjourn.
- **Result: PASSED.** Meeting adjourned at 8:45 p.m..

ADMINISTRATIVE OUTCOMES & DISCUSSIONS

Financial Oversight & Personnel

- The Association is currently transitioning office management following the resignation of Michelle Edwards.
- Discussion held regarding the hiring of a new Independent Contractor for the Office Manager/Bookkeeper position.
- **Proposed Rate:** \$20.00 per hour for 40 hours per week.

Infrastructure Status

- The Board reviewed priority repair statuses for pool resurfacing, perimeter fence repairs, and sidewalk maintenance.

2024 Planning

- Discussion focused on the integration of new office procedures and the maintenance of official records for the upcoming fiscal year.

Open Forum

- Homeowners expressed concerns regarding community maintenance and the transition in office staff.

Report Prepared By:

J. E. Hamilton Vice President / Secretary Spring Woods HOA