

BONTERRA

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting

October 13, 2021

Zoom

Meeting Minutes

1. Call to Order – Certifying of Quorum

The meeting was called to order at 7:06 p.m. Board members Bobby Keen, Remy Acevedo and Rob Padilla were also present, therefore quorum was established. Doug Pinner and Jennifer Conti represented McNeil Management. It was verified that timely notification of the meeting had been posted in the community as well as mailed to all owners. Affidavit of Mailing on file.

2. Approval of Meeting Minutes: The Board reviewed the prior meeting minutes as prepared by the Manager.

On Motion: Duly made by Bobby Keen, second by Rob Padilla and carried unanimously.

Resolve: To approve the prior meeting minutes as presented.

3. Business Operations

2022 Budget: Board members reviewed their 2022 Proposed Budget/Assessment.

On Motion: Duly made by Remy Acevedo, second by Bobby Keen and carried unanimously.

Resolve: To approve the 2022 Budget with the annual assessment at \$800.

4. Estoppel Resolution: Board discussed and signed the Estoppel Resolution.

On Motion: Duly made by Bobby Keen, second by Remy Acevedo and carried unanimously.

Resolve: To adopt Estoppel Resolution.

5. Uniform Collection Policy: Board discussed and signed the Uniform Collection Policy.

On Motion: Duly made by Rob Padilla, second by Remy Acevedo and carried unanimously.

Resolve: To adopt the collection policy.

6. Attorney Representation Agreement: Board discussed and signed the Attorney Representation Agreement.

On Motion: Duly made by Remy Acevedo, second by Bobby Keen and carried unanimously.

Resolve: To allow Mankin Law Group to handle collection matters.

7. Reserve Study Proposal: Manager provided suggestions to the board regarding a reserve study. Proposals and samples were presented as optional vendors.

On Motion: Duly made by Rob Padilla, second by Remy Acevedo and carried unanimously.

Resolve: To accept Reserve Advisor to prepare a reserve study for the community.

8. Adjournment

On Motion: Duly made by Bobby Keen, second by Remy Acevedo and carried unanimously.

Resolve: To adjourn the meeting at 8:27 p.m.



Prepared by Manager on behalf of Secretary