

# RIVERSIDE BLUFFS

HOMEOWNERS' ASSOCIATION, INC.

**Board of Directors/Budget Meeting**  
**November 7, 2017**  
**Immediately Following the Annual Meeting of the Membership**  
**HCC at The Regent**  
**6437 Watson Rd., Riverview, Florida**

## Meeting Minutes

### 1. Call to Order

**Verify Quorum:** The meeting was called to order at 7:55PM by Adam Bilbao. With Board members Susan Heath and Rory Martin also in attendance, it was determined that a quorum of the BOD was established.

**Verify Timely Notice:** Timely notice had been provided to all lot owners via the United States Postal Service per the mailing affidavit provided by management.

**Reading of Minutes:** Adam read the minutes from the last meeting.

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

**Resolve:** To approve the July 30, 2017 Meeting Minutes as presented.

### 2. Management Reports

There were no questions regarding the Financial or Notices reports.

**Architectural Committee Update:** There was a discussion about some of the outstanding architectural requests, the review process that the Committee has in place and the need for supplemental guidelines to be established. The Architectural Committee and the BOD will work toward establishing community guidelines and getting answers to the owners waiting for their alteration applications to be reviewed.

### 3. New Business

#### **Approval of the 2018 Proposed Budget:**

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

**Resolve:** To approve the Proposed 2018 Annual Budget with no increase in assessments.

#### **Estoppel Certificates:**

**On Motion:** Duly made by Susan, second by Rory and carried unanimously.

**Resolve:** To approve the document titled Adoption of Policies and Procedures Regarding Requests for and Provision of Estoppel Certificates designating McNeil Management as the entity that prepares estoppels on behalf of the Association.

### 4. Adjournment:

**Director Comments:** The BOD would like management to register the community with the Sheriff's Office so that a Trespass Authorization form can be posted. They would also like to

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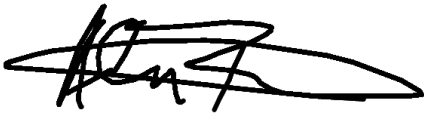
have a combination lock put on the gate to the dock to keep non-residents out. If gate repairs are needed, they would like that to be taken care of as well.

In addition, the BOD requested that two signs be posted in the common area by the water warning visitors of the danger of alligators.

**On Motion:** Duly made by Rory, second by Susan and carried unanimously.

**Resolve:** To approve the purchase and installation of a lock for the gate and two warning signs and sign posts to be installed in the common area by the water.

The meeting was adjourned at 8:09PM.

A handwritten signature in black ink, appearing to be 'Rory', written over a horizontal line.

Prepared by Manager on behalf of Secretary