

**Melissa Oaks Homeowners Association**  
**Board of Directors Business Meeting Agenda**  
**Monday December 7th, 2020**  
**St. Sylvester Church Room 204 @7:00 PM**  
**6464 Gulf Breeze Parkway**

1. Call to order – President Williams
2. Report of Notice of meeting – Secretary Watts
3. Agenda modifications
4. Disposal of Unapproved minutes – October 2020- meeting (Motion Required)
5. Report of Officers - State of the Treasury – Treasurer Watts (Motion Required)
  - A. Monthly cash flow report
  - B. Balance in treasury account
6. Committee reports
  - A. **Compliance Committee** – Fred Tobergte has been appointed to the Compliance Committee.
  - B. **ACC Committee** – Appoint the Board as the nominating committee in the absence of any volunteers. (Motion Required)
7. **Old Business**
  - A. The Board agreed to purchase Quicken software for the Treasurer. Tabled - **Not needed at this time.**
  - B. Director Henderson gave a report on his investigation of ways to allow dues payments online. – **On hold**
  - C. Any pre-fine letters are on hold pending hurricane repairs
  - D. Secretary Watts sent a communication to the membership before the November meeting soliciting volunteers to form a nominating committee for the 2021 BOD election with no responses.
8. **New business**
  - A. **2021 Annual Dues Assessment and Budget:** 2021 dues assessment of \$100 and budget adoption by Board. (Motions Required)

**9. BOD Business Meeting Open forum <sup>(a)</sup>- Rules adopted per Florida Statute 720.303(2)(b)**

- Community members may speak on any designated agenda topic presented at business meeting after signing in at the beginning of the meeting.
- Members are requested to limit their address to five minutes on each topic with total time allotted to each speaker not to exceed 20 minutes.
- Members speaking must disclose that recording or videotaping of meeting is taking place

**10. The next meeting will be scheduled on Monday, January 4,2021 at St. Sylvester's at 7:00pm**

**11. Adjournment**