

**MINUTES OF THE
GREENBRIAR TWO CONDO ASSOCIATION, INC.
Board of Directors Meeting
November 21, 2024**

The Greenbriar Two Condo Association Board of Directors Meeting was held at the Greenbriar Two Management Office at 10:00 AM.

BOARD MEMBERS IN ATTENDANCE

Ms. Cynthia Tyler, President
Mr. Joseph (Joe) Troll, Vice President
Ms. Carol Ehninger, Secretary
Mr. Raymond (Ray) Michael, Treasurer
Mr. Charles (Charlie) Watson, Director

ALSO PRESENT

Jason Woodard, CAM
Six Owners in Attendance

CALL TO ORDER

The meeting began with establishing a quorum. Quorum was established with five of five BOD Members in attendance. Ms. Cynthia Tyler called the meeting to order at 10:01 AM.

PROOF OF NOTICE

Noticing as required by state statute and documents was verified and documented.

MINUTES

Motion: To approve minutes from the October 31, 2024 BOD Meeting. First: Mr. Joe Troll. Second: Ms. Carol Ehninger. **Motion unanimously passed.**

FINANCIAL REPORT

Motion: To waive late fees for 3205A. First: Mr. Ray Michael. Second: Mr. Joe Troll. **Motion unanimously passed.**

Motion: To approve the October Financial Report as read by My. Ray Michael. First: Mr. Joe Troll. Second: Mr. Charlie Watson. **Motion unanimously passed.**

NEW BUSINESS

Addition to Rule 2: Facilities/No Smoking: The No Smoking Rule will be added to Rule 2. Mr. Lane asked if it is legal for the Board to make this rule. Jason Woodard, CAM pointed out that Greenbriar Two's Governing Documents and FL Statute grants the Board of Directors the right to create, change, and enforce reasonable rules and regulations.

Update on Delinquent Account: The collections agency mailed a formal Intent to Foreclose letter to the owner of 2505A on October 25, 2024. A statutory grace period of forty-five (45) days starts on the day the owner receives the letter, giving him a chance to settle things before going to court. The Association has already sent a deposit of \$900.00 to the attorney handling the case. This is the only out-of-pocket expense to the Association, and will be reimbursed as part of the settlement.

Short Term Rental Status: The owner of 2705A has been renting his property on a short term basis through Airbnb. This is against the rules of Greenbriar Two. The BOD has fined the owner for repeatedly violating this rule. The Certified Letters have been unclaimed by the owner. However, the owner was at his unit earlier in the week, and Jason Woodard, CAM hand delivered the fine letters to him. There has been no response from the owner since. After a statutory fourteen day grace period, the fines will be assessed to his account, unless a request for a fining hearing is received.

Recent Theft Bldg. 30: An isolated theft occurred recently at Building 30. An electric bicycle was stolen out of a carport during early morning hours. The Sheriff's Department was notified, and a case has been opened. Owners are reminded to be vigilant and protect their property. Always lock vehicle doors, and keep valuables in a secure place.

Estimated Cost of Stucco Paint/Repair: \$18,070.00. Includes all materials, labor, and pressure washing.

Annual Meeting February 4, 2025: To be held at the Elks Lodge 2522 at 10:00 AM. BOD and manager are scheduled to arrive at 9:00 AM.

Lawn Maintenance Contract Renewal: A three year contract renewal was received from Van's and Green Gem. Costs will remain the same for 2025 for both. Van's Lawn Maintenance will have a \$300.00 monthly increase starting in 2026 through 2027. Green Gem shrubbery pest control and rodent control will see no increase for the length of the contract. Lawn pest control will have an \$800.00 annual increase in 2026 through 2027. Robert, the owner/operator of Green Gem, will not be applying the chemicals starting next year because of health reasons. His partner will be doing the work.

Motion: To approve Van's Lawn Maintenance and Green Gem contract renewals. First: Mr. Joe Troll. Second: Mr. Ray Michael. **Motion unanimously passed.**

Stair Painting Wyatt and Jason: Jason Woodard, CAM has vacation days he will be using before the end of the year. He would like to come in on these days off and paint stairs as an outside contractor for \$150.00 per set of stairs. Wyatt Collier will also be painting stairs, but recent changes in his business will make him much less available.

Motion: To approve Jason painting stairs as an outside contractor for \$150.00 per set of stairs. First: Mr. Joe Troll. Second: Mr. Ray Michael. **Motion unanimously approved.**

Ms. Cynthia Tyler reminded everyone to update their auto-pay for next year's monthly increase, and with no further business she moved to adjourn. Mr. Joe Troll seconded, all were in favor. The meeting adjourned at 10:44 AM.