



Summerwinds Board of Directors Meeting Minutes

3/31/2023

Approved 5.27.2023

The Board of Directors meeting was held Friday, March 31st, 2023 at 10:00 a.m. in the Summerwinds Clubhouse at 6323 Thomas Drive, Panama City Beach, FL 32408.

Board members present: Angie Hart, Lee Parker, Gail Pugh, & Janet Roan, North Johnson. By Phone- Lisa Butler. Managers present: Matt Johns & Katie Patronis.

Owners present: Nick Campisi 1005, Reinhard Hanselka 1206, Ralph Hodek 801, Sandra Rollins 1205, Nonie Willard 203, Suzanne Steinke 901, Frank Spenser 1202 & Ray Pencak 1104. By Phone- Bill Willis 206, Maria Mcgaha 304, Don Daniels 401, and Mac McArthur 104.

Call to order at 10:00 a.m.

Pledge and prayer.

Roll call to establish quorum.

48 Hour Proof of Notice was verified.

A motion was made by Lee Parker seconded by North Johnson, to approve the January 27th, 2023 Meeting Minutes. Motion passed unanimously.

A motion was made by North Johnson, seconded by Gail Pugh to approve the January 27th 2023 Personnel Meeting Minutes. Motion passed unanimously.

The board reviewed the January and February Financials.

A motion was made by Gail Pugh, seconded by Lee Parker, to approve the January and February Hurricane Financials. Motion passed unanimously.

Matt Johns presented the manager's report. In his report he presented each Board Member with a Director's Notebook which included Board Meeting Schedules, Administrative Calendar, Budget & Reserve Documents, Financial Procedures & Controls, Insurance documents, prior Meeting Minutes and the System Maintenance Manual. The Director's Handbook will be passed down from former board member to each new board member. The objective of the Director's Handbook is to provide background information a new director will need to serve successfully.

Katie presented the 2023 management contract with Century 21 Ryan Realty which will remain at \$5,600 a month. Ryan Realty's services include Katie Patronis as Real Estate Broker and Matt Johns as the Licensed Community Association Manager. The contract period is April 1, 2023 through December 31, 2023. This will allow the management contract period to run January through December on a fiscal year basis.

A motion was made by Lee Parker seconded by Gail Pugh to approve the management contract for 2023. Motion passed unanimously.

Meeting Adjourned 11:09 am.