

**The Colonial House Association, Inc.**  
**Board of Directors meeting**  
**Friday, May 26, 2023 11:00 AM**  
**The Colonial House Association, Inc. 230 Columbia Drive Lobby**  
**And Via Zoom.com**  
**Cape Canaveral, Florida 32920**

**Approved Minutes**

Call to order/Certify Quorum/Proof of Notice

The meeting was called to order at 11:00 am by President Kathy Bailey. With Jon Windhorst also in attendance, a quorum of the board was established. Penny Holladay represented Coastal Living Community Management, LLC. Notice was posted 48 hours in advance of the meeting in accordance with FS 718.

Approval of prior Board Meeting Minutes 02/04/2023

Jon Windhorst motioned and Kathy Bailey seconded to approve the minutes from the meeting held on 02/04/2023. All were in favor.

Reports- April financial were reported by Penny Holladay

New Business

1. Appointment of additional Board Members
2. Kathy Bailey motioned and Jon Windhorst seconded to nominate Donna Fox and Elizabeth O'Connor as directors to the Board of Directors. All were in favor.
3. Insurance renewal for Wind-  
Kathy Bailey motioned and Jon Windhorst seconded to notify a special assessment meeting to be held June 13, 2023 at 6:00 for the purpose of special assessing \$1000 per unit for wind insurance shortfall. All were in favor.
4. Required Building Inspection per FL Statute 718  
Penny Holladay is obtaining quotes for milestone inspection and reserve study to be completed prior to 12/31/2024 per FL statute.
5. Tenant Screening requirement- Penny Holladay reminded the membership that tenant screening is required per the rules of the association and is essential to maintain a favorable living experience at The Colonial House Assn.

Old Business

1. Pool resurface- Penny Holladay will request an updated proposal for pool resurface from Beach pool for signature.
2. Open discussion- None

Owner Comments- None

Adjournment 11:36 AM

**Respectfully submitted,**

**Penny Holladay, LCAM [contact@coastallivingcam.com](mailto:contact@coastallivingcam.com) 321-693-5225**