**VILLA RIVIERA CLUB, INC SPECIAL ASSESSMENT MEETING**

**VIA ZOOM**

**Tuesday, June 20, 2023**

**Noon (Eastern Time)**

* **Call the Meeting to Order & Verify Quorum**

The meeting was called to order at 12:03 pm by Diane. Rebecca McGreal, Pamela Hein, Don O’Neal, and Cynthia White were present. Diane Whittington, CAM was also present. Denise Manna was absent

* **Introduction to Keys Management**

A discussion was had regarding Keys Management, the portal, the web and Diane Whittington’s experience.

* **Hurricane Preparedness**

A discussion was had on what to expect from Keys before and after any major storms.

* **Approve Prior Meeting Minutes**

This was held over until the next meeting.  **MSC**

* **Ratify the contract with Keystone Engineering for $7500 to complete the Milestone Inspection including all 4 buildings and roofs.**

We currently only have a verbal proposal as they are backed up with these requests and have not gotten the formal proposal to us. However, they assure me that we are on the schedule and will have the contract to review prior to them beginning any work. Therefore, we will ratify after written proposal is reviewed and agreed upon.

* **Present and Discuss Special Assessment in the amount of $49,666.60 total which is $1, 773.81 to each unit**

A discussion was had regarding the reasons and itemization of the special assessment funds. Don made a motion to approve the Special/Loss Assessment of $2000 per unit for a grand total of $56,000. Payment is due by July 31, 2023.

* **Announcements**

1. **Reminder that quarterly payments are due July 1st. Keys will send a reminder email to all owners with the payment address**
2. **Monthly meetings are scheduled for the 3rd Tuesday at noon. We may periodically change the time to 5pm.**

* **Adjournment**

With nothing further to discuss, Diane made a motion to adjourn the meeting at 2:24pm. Don seconded the motion. **MSC**