

Secretary's Notes for the 8/20/26 Board of Directors Meeting

Mailbox Refurbishment Project

A survey of the mailboxes was completed earlier this year and many were found to need work. At the direction of the Board, Frankly Coastal developed scope of work and sent them out for bid. Proposals were received from CCMS and ASAP. FC reviewed the process proposed by both companies and provided the Board with an analysis of this as well as the pricing. CCMS provided a demonstration using one of the mailboxes in the community. ASAP did not. After review by the Board it was decided to award the contract to CCMS as their process was more comprehensive and pricing more competitive. We did request a change in finish from satin to semi-gloss. There are sufficient funds in our maintenance account as well as the mailbox replacement reserves to cover the expenses. Estimated useful life is 3-5 years.

Grace Spense noted that she has planted muhly grass around her mailbox which blocks the spray from the irrigation system and will help preserve the finish on the mailboxes. This is an alternative to having sprinkler heads relocated which is at the expense of the homeowner.

Landscape RFP (Request for Proposal) Project Status

The Masters experienced some performance issues with Greenscapes last year and although we have seen improvement it was determined that we should move forward with a landscaping RFP. The RFP was issued on 7/24/26 and a walk through of the Masters was conducted with all 9 bidders, including Greenscapes. Bidders have until the end of August to respond. Once the responses have been analyzed, the Board will make a determination and award the contract on 9/18/26. Effective date of the new contract will be 1/1/27.

Preliminary Budget Preparation

The Board will hold a Budget Workshop Meeting on 10/7/26 and a Budget Adoption Meeting on 11/16/26. A Preliminary Budget will be sent to homeowners in advance as required by Statute.

Communications Committee

Celeste Eaton has stepped down as the chair of the Communications Committee and Grace Spence will take on this role.

Communications Packet

The Communications Committee has developed a Communications Packet to be provided to new homeowners in the Masters. Frankly Coastal will provide the Packet to the Title Company for delivery to the new owner at the closing. The Board agreed that the NVR or assigned Board member by the NVR will be responsible for greeting new neighbors and providing resident names badges etc.

CD Purchase Process

Don Jancin had some questions regarding the process to direct the purchase of CDs. Frank provided an overview and agreed to review Don's emails to make sure all purchases were made.

FC Website

Dusty Rhodes did an extensive reconciliation of the FC Website and Frankly Coastal believes all issues have been addressed. Don raised a question about Insurance Policies being posted to the FC Website. Frankly Coastal agreed to verify with an attorney as to whether the entire policy needs to be posted or just the Certificate of Insurance that shows key details such as coverage types, policy limits, and expiration dates.

Lynelle Reney (Moscaritolo)
Masters Secretary