

CYPRESS HEAD MASTER HOA  
c/o Tout Management, LLC.  
1326 S. Ridgewood Avenue, Suite 14  
Daytona Beach, FL 32114

**BOARD OF DIRECTORS' MEETING MINUTES**

Cypress Head Master HOA  
September 28, 2023 – 10:00AM  
Via conference call only

**CALL TO ORDER/DETERMINATION OF QUORUM:** The meeting was called to order at 10:00AM by President J. Taylor via conference call. The quorum was established by the presence of: Jane Taylor, President, Tom Campion, Vice President, Mitch Pietras, Treasurer, Kevin Walters, Secretary and Director Rich Lee.

**PROOF OF NOTICE MEETING:** Notice posted on site and on community website.

**PURPOSE:**

- 2024 Budget Worksheet – Approval: 2024 proposed budget worksheet presented and reviewed. Two minor adjustments to be made (Landscape reimbursement; Postage) by management.
- Motion made by R. Lee, seconded by M. Pietras, to approve the proposed budget, with noted adjustments; motion carried.

**BOARD MEMBER REMARKS:** None.

**NEXT MEETING:** October 17, 2023 @ 6:00PM.

**ADJOURNMENT:** Motion made by M. Pietras, seconded by K. Walters, to adjourn the meeting (10:10AM); motion carried.