

**CEDAR HOLLOW AT TARA CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS' MEETING**  
**Monday, March 31, 2025 AT 10:00am**  
**Cedar Hollow Pool**

**BOARD OF DIRECTORS:** LAUREL BREEDEN, Pres., ANNE KASTNER, VP/Treas., RALPH DITILLIO, Director,  
DAWN PAGEAU, Director, DWIGHT GUTH, Sec

**CHT PLEDGE OF CONDUCT:**

We may disagree, but we will be respectful of one another. We will direct all comments to the issues. We will avoid personal attacks.

- I. Call to order: 10:00am by Laurel
- II. Proof of Notice: Per Fl. Statutes 718- posted on property 48 hours prior.
- III. Certify Quorum: All Board members present, also in attendance- Bill Sutton, CEO of PCM, Susanne Smith, LCAM attending via teleconference
- IV. New Business
  - a. Engineer: Ralph/ Bill Sutton, CEO of Progressive Community Management: Ralph explained to the Board the need for an Engineering firm/ roofing for the roofing project. The engineer considered is Socotec. Their bid will provide a lead engineer and junior engineer to oversee the entire roofing project. They will handle all bid documents, bid process, permitting and oversee the project for accuracy to ensure the project is followed by Florida building codes and requirements. .  
Cost: \$15,000 with \$1000. contingency  
Anne **Motions** to approve the expenditure for an engineer Second: Dwight  
All Approve
  - b. Bill Sutton explained the need for an engineer or project manager and the process if a Special Assessment is needed.

Owners' comments: not part of the meeting minutes-please hold comments to less than 3 minutes- agenda items only

- v. Adjournment: 10:39am by Laurel Second: Anne all Approve