



## ANNUAL BOARD MINUTES

October 7, 2022

Healthy West Orange Building

1200 E. Plant Street, Ste 220

Winter Garden, FL 34787

The Board of Directors of the Foundation for a Healthier West Orange (HWO, Inc.), in its capacity as the manager and sole member of HWO Holdings, LLC (HWO Holdings), met on Friday, October 7, 2022 at the Healthy West Orange Building, rescheduled from September 30, 2022 due to Hurricane Ian. Chair J. Whiddon called the meeting to order at 10:37 a.m. A quorum was established, with the following **Directors Present:** B. Spong (Remote), C. Evans, N. Sutton, J. Whiddon **Directors Absent:** K. Vargas, and T. Keating. **Others Present:** L. Boettcher, T. Swanson, A. Mendyk, J. Jonasen (Remote).

No members of the public were in attendance, so invitation for public comment was not necessary.

### APPROVAL OF MINUTES

**Action Taken:** Upon a motion duly made and seconded, the minutes of the January 28, 2022 meeting of the Board were unanimously approved.

### ELECTION OF CORPORATE OFFICERS

J. Whiddon made a motion to elect HWO Holdings Corporate Officers, T. Swanson as President, and P. Brown as Treasurer.

**Action Taken:** Upon a motion duly made and seconded, the election of HWO Holdings Corporate Officers T. Swanson and P. Brown was unanimously approved.

### FINANCE REPORTS – AUGUST 2022

T. Swanson referred the Board to the previous discussion of the financial report in the Foundation Board Meeting, calling attention to the subsections concerning HWO Holdings, LLC, and asking for any additional questions or clarifications.

**Action Taken:** Upon a motion duly made and seconded, the Finance Reports for August 2022 were unanimously approved.

### BUDGET – FYE 2023

T. Swanson referred the Board to the previous discussion of the FYE 2023 Budget in the Foundation Board Meeting, calling attention to the subsections concerning HWO Holdings, LLC, and asking for any additional questions or clarifications.



**Action Taken:** Upon a motion duly made and seconded, the budget for FYE 2023 was unanimously approved.

#### **BUILDING UPDATE**

T. Swanson updated the Board on plans to complete the buildout of suites 230/240 on the 2<sup>nd</sup> floor. Quotes are being solicited and she was seeking approval for staff with the oversight of T. Keating to have authorization to select a contractor and spend up to \$275,000 for the buildout of the two spaces.

**Action Taken:** Upon a motion duly made and seconded, the Board unanimously approved that staff under the guidance of T. Keating were authorized to select a contractor and to spend up to \$275,000 for the buildout of Suites 230 and 240 on the second floor.

#### **FACILITIES**

The Board was informed that HWO Holding's Real Estate partner, Jay Strates is recommending that HWO Holdings finish out the two tenant spaces on the 1<sup>st</sup> floor, approximately 1000 and 1500 square feet, to make rental more desirable for the size tenants likely to be attracted to the smaller spaces. A discussion ensued regarding a specific not-for-profit group that may be interested in leasing both spaces. If they choose not to proceed, staff requested funding and approval to select a contractor and spend up to \$300,000 to buildout the space.

**Action Taken:** Upon a motion duly made and seconded, the Board unanimously approved that staff under the guidance of T. Keating were authorized to select a contractor and to spend up to \$300,000 for the buildout of Suites 110 and 150 on the first floor.

#### **RATIFICATION OF ACTIONS**

A motion was made to approve the resolution of the Board of Directors to ratify Board actions.

**Board Action:** A motion was made, seconded, and unanimously approved ratifying, approving, and confirming all actions taken in good faith by HWO Holdings, LLC, and by its officers and authorized signatories on its behalf, during the preceding fiscal year.

#### **OPEN FORUM**

The meeting was adjourned at 10:52 a.m.

  
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Jaclyn Whiddon, Chair