

**General Board of Directors Meeting
Phase II Playground
August 12, 2007, 2:00 PM**

Board Member Meeting Minutes

Attendees: Sean Greany
Annette Still
Darlene Davidson
Claudius Oni

Absentee: Jan Northan

* Suspension of reading the previous meeting minutes. Minutes were not available.

BOD Meetings **3-0 Vote**

- Meeting to be held the 3rd Wed. of each month
- Meetings at 3911 Garrison Ct
- Time: 6 PM – 8 PM
- Each BOD has 15 minutes to speak
- All meetings are open
- Any issues past deadline times will be continued at the next meeting
- Detailed meeting minutes to be put on the web
- Meeting minutes to be approved by all BOD's
- Agenda for a meeting to be sent to the Secretary a week before the meeting and the Secretary will send the entire agenda to each BOD three days before the meeting (Email is OK)
- Committee chairs should attend meetings for items to be approved by the Board. All committee meeting minutes should be sent to the Secretary (email is OK)
- A copy of the Education Book should be present at each meeting for reference

Committee-Social **3-0 Vote**

- Reimburse the Aquatic Center & Holden Realty monies for advertising in the directory which never was finished

Committee-Non-Compliance **3-0 Vote**

- All non-compliance issues are handled by the committee
- Non-compliance letters to be sent by the Secretary
- Fines to be determined at a special meeting held Aug. 22nd
- Maximum fine per day is \$100.00
- Non-Compliance chairman should be present at each meeting

Committees **3-0 Vote**

- Committee problems will be addressed by the Board

- Chairmen to be at monthly BOD meetings for items to be approved
- Committees are the liaison to the BOD

Inventory **3-0 Vote**

- Get list of all inventory for Secretary to put on a spread sheet
- Spread sheet will show where items are located
- Any person using an item owned by the HOA will sign the item out & back in after proper usage
- Once monies are available items will be put in storage
- Association property is held in trust by the Board

Receipts **3-0 Vote**

- Original or copies of bills, reimbursements, or any expenditure must be approved at the BOD monthly meeting before payment is made
- Quarterly financial statements must have copies of all receipts attached for each Board member, and another copy available for any HOA member to look at upon request

Attorney Meetings

- Two BOD members must be present for meeting with the HOA Attorney (to be voted on)
- Minutes to be sent to all BOD members with the time spent with the attorney (to be voted on)
- All attorney fees must have a detailed summary from the attorney with an invoice and must be approved by the BOD (to be voted on)

Secretary Duties **3-0 Vote**

- All communication letters must be sent out by the secretary after BOD approval
- Post Office duties should be the Secretary's job and backed up by the Treasures or another BOD member

Community Concerns

- Walking trails (will be addressed)
- Pond
- Claudius will contact Curry about the pond
- Playground equipment – pending due to finances

Website

- The website will have the detailed meeting minutes
- BOD to get with Amy on website issues & costs

President Resignation **3-0 Vote**

- Sean Greany resigned August 12, 2007
- The BOD voted the resignation as accepted
- Special meeting on Aug. 22nd to vote in new President

The meeting adjourned at 4:05 PM

Submitted by,
Darlene Davidson
Secretary