

Highland Meadows Homeowners Association

Board Meeting

November 18, 2015

Officers Present: Chris Christensen, Barrie Schwartz, Cindy Jewell, Michelle Stuart

This meeting was held via conference call at 1:00 PM on Sunday, November 18, 2015.

- 1) Michelle and Rob Stuart sold their property in Highland Meadows and Michelle is resigning as treasurer for Highland Meadows Homeowners Association.
- 2) Barrie will be the interim treasurer until the next election in August 2016.
- 3) Barrie requests that we change our election process. He recommends this process: 2 months prior to the annual notice letter going out in the mail, a letter will be mailed out to the entire membership. This letter will include the offices that are to be vacated and the term of the office. This letter will be called a nomination letter.
- 4) Terry Goodarzi has volunteered to handle the secretary position. Until we have an election in August 2016 for new officers, Terry will assist Cindy in any secretarial duties including sending out the Nomination letters.
- 5) Barrie says that the website is up and has updated information and pictures on it. To date there have been over 800 visits to the website.
- 6) Michelle brought up the fact that the escrow and title companies should be notified of the new secretary and the new treasurer.
- 7) Barrie informed us that at the time of this meeting several of the homeowners were taking down the old sign and putting up the new sign. He has put these pictures on the website. They are considering adding lights to the sign. These will be solar lights and the cost is about \$40.00 each. Barrie is very proud of this accomplishment.
- 8) Michelle said that at the annual meeting a special thanks should be acknowledged to Dave and Lance for all of the work that was done on the sign and for completing this project.
- 9) Cindy will provide the minutes from the annual meeting to the Board during the week of Thanksgiving.
- 10) Chris and Barrie will go to the 2 banks next week and add Barrie's name to the signature card file. Michelle will also send a letter to the bank authorizing the change from Michelle to Barrie as a signer on the bank accounts.

The meeting was adjourned at 1:35 PM

Submitted by: *Cindy Jewell, secretary*