

Willoughby End HOA Board Meeting Minutes

Date: May 21, 2023

Meeting called to order by:	Jenny Clark
Attendees:	Sharon Hammond Joe Rogers
Approve Minutes from Date:	N/A
Accept and Approve Financials from _____ (date):	N/A

NEW BUSINESS

Topic	Request for Statement or Curriculum Vitae from Joe Rogers
Discussion	A member requested credentials be sent to the HOA members so that they can learn about Joe and his interest in the HOA Board.
Conclusions	Joe agreed to the request.
Topic	Selection of Officers
Discussion	The Board elected to appoint a secretary and will offer the appointment this week.
Conclusions	Jenny Clark-President Joe Rogers-vice-president Sharon Hammond-treasurer

Topic	Meeting Format
Discussion	
Conclusions	Monthly Board meetings will continue to be held on the 3 rd Thursday of each month from 6pm-8pm at Lewis Recreation Center. The Board meeting will occur from 6:00pm-7:00pm; visitors are welcomed but cannot speak until after conclusion of Board business (as declared by the Board) or at 7:00pm, whichever comes first.
Topic	Board Protocols for Complex Motions
Discussion	Robert's Rules of Order requires at a minimum that motions be clearly and fully stated by the presenter and that the Board Chair re-read the motion(s) to the members prior to a vote. In addition, there should be time for discussion prior to asking for a vote, and the vote must be counted to prove and document majority.
Conclusions	<ol style="list-style-type: none">1) Complex Motions must be presented per Roberts Rules of Order to ensure complete understanding by members.2) Any motion that prescribes procedures and revokes authority away from the Board in a manner that is not permissible under the governing documents is out of order and void.

	<p>3) Complex motions or discussion agenda items must be submitted to the Board one week prior to the monthly meeting for review and inclusion as New Business in the agenda, which will be sent to all members prior to the meeting. Failure to do so will result in a one-month delay in consideration & presentation by the Board.</p> <p>4) Open Discussion is intended as just that – an opportunity for members to ask questions, present ideas, etc. It is not “open season” to surprise the Board and members with issues that should be presented in a forthright manner as New Business.</p>
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Topic	Rented Units
Discussion	
Conclusions	New Board Policy: Landlords must send copies of current leases to the Board along with contact phone numbers and e-mail addresses for the tenants.
Topic	Formation of Committees
Discussion	The Board has agreed to form a Social Committee and a Property Committee, neither of which will have limits on the number of member participants. Sharon Hammond will serve as liaison for the Social Committee and Joe Rogers will act as the Board Liaison for the Property Committee. The Property Committee will include Subcommittees for Architectural Review, Community Watch, and Solar Panels. The Solar Panels Subcommittee will be charged with reviewing both positive and negative aspects of these devices in our neighborhood and reach a unanimous recommendation to deliver to the Board. Architectural requests for Solar Panels will be deferred pending Board action.
Conclusions	A letter of solicitation for committees will be sent out this week.

Prepared and Submitted by:

Name: Jenny Clark, President