

PRAIRIE WOODS

HOA Meeting Minutes

Meeting: ____ Special Meeting - March 09, 2016 ____

Next Regular Meeting Date: ____ TBD / ELECTION ____

ATTENDEES:

President: Lisa Mitchell **Vice President:** Scott Kochaney **Secretary:** Brian Rugg

Treasurer: Meg Natkze **Special Projects:** Neil Zamet

Six residents (5 properties) were also in attendance

SPECIAL MEETING

- Review of minutes from January meeting; there was one change required in the President's update – Resolutions are not part of the documentation filed with the state
- Meeting minutes were amended and then Neil motioned to approve, Scott seconded, and the minutes were approved by unanimous vote.
- Welcome by President to residents; Vice President explained change in format of meeting.

Questions from residents were raised to the board:

- Presidential authority to negotiate contracts without board approval; would like to see some kind of limit or oversight by the board
- Sounds like a larger contract can be entered into as long as the most required up front in \$2,000; would like to see approval authority not exceed \$2,000; supposed to pertain only to collections proceedings but this may not be clear
- Would like 90 days for collections;
- Minutes need to be updated on the website.
- Construction crews – may be starting too early, trash around the neighborhood, some residence have had nails in tires

REVIEW OF RESOLUTIONS

Voting Anonymity

- President explained resolution
- Scott motioned to vote on resolution; Neil seconded, board voted unanimously to approve

Authorize Expenditures

- President explained resolution
- Neil made motion to approve, Lisa seconded, board voted unanimously to approve

Proceed with Collections

- President explained resolution, explained need to review in light of questions from residents
- Reviewed point #1 about collections timeframe is 60 days
- Reviewed point #2 about proceeding with collections
- Reviewed point #3 about Presidential authority to approve contracts related to collections not to exceed \$2,000
- Point #3 was amended to include the phrase "to facilitate collections" to make sure the intent of this point in the resolution was clear
- Meg made a motion to approve, Scott seconded, the board voted unanimously to approve

PREPARE FOR ELECTION

- Election is April 20
- Want to include notice of election in next invoice mailings
- President reviewed language of information form; included form, proxy and mail in vote
- In order to mail out early-voting option, we need to close out nominations by March 25;

PRAIRIE WOODS

HOA Meeting Minutes

Meeting: ____ Special Meeting - March 09, 2016____

Next Regular Meeting Date: _ TBD / ELECTION ____

- Later entries could be posted on the website; should list only the entrant's name; board will contact the nominees to confirm we can post on the website and will post only a short bio online
- Need to prepare a master list of residents; Meg will do it
- Need a ballot box and ballots – Scott will take care of that, Meg will print ballots
- Brian to draft newsletter, send for review to board, and then forward to Meg by March 19
- Lisa to follow up with SR Jacobson as to whether we need to send them one ballot per lot or if they will print them
- Nominations are due by March 25

TRANSCRIPTION OF BOARD DOCUMENTS

- Scott handed out a signature document for the board to verify that the transcription of documents filed with the county is accurate.
- The board signed the documents.

Additional comment from resident:

- Record of voting: by-laws state must be maintained for 3 years

Motion to close meeting (Lisa), seconded by Neil, board went into closed session.

Closed session was completed, and the board voted unanimously to adjourn.