

# ***Clearwood Community Association***

Agenda of the Regular Board Meeting

October 20, 2018

**\*\*DRAFT\*\***

- 1. Meeting Called to Order**
- 2. Roll Call** – Emily Martin, President (EM); Sooze Fitsik, Vice-President (SF); Heather Figueroa, Secretary (HF); John Moore, Treasurer (JM); Andrew Eubanks, Director (AE); Linda Doucette, Director (LD); Tom Jones, Director (TJ)
- 3. Introductions**
- 4. Approval of Agenda**
- 5. Consent Agenda**
  - a. Approve Monthly Board Minutes from September 15, 2018
  - b. Approve Special Board Meeting Minutes from October 8, 2018
  - c. Approve all Committee Minutes
    - i. Finance Committee Meeting Minutes from September 12, 2018
    - ii. Finance Committee Meeting Minutes from September 14<sup>th</sup>, 2018
    - iii. Finance Committee Meeting Minutes from September 22, 2018
    - iv. Finance Committee Meeting Minutes from September 24, 2018
    - v. Finance Committee Meeting Minutes from September 27, 2018
    - vi. Finance Committee Meeting Minutes from October 9, 2018
  - d. Approve removal of Val Cawley from all Key Bank accounts
  - e. Approve removal of Laura Drybread, Yvonne Moore, Linda Azzarella and Dolanna Burnett as primary points of contact for Department of Revenue and add current Emily Martin, Heather Figueroa, John Moore and Rebecca Kyser.
- 6. Open Forum**
- 7. Regular Business**
  - a. Office Report (RK)
  - b. Maintenance Report (AD)
  - c. Culvert Update (AE)
- 8. Old Business**
  - a. Gate Update (TJ)
  - b. Well 5 update (TJ)
  - c. Update on Bookkeeper (EM)
- 9. New Business**
  - a. Closing of restrooms for winter (EM)
  - b. Loop Lane restroom (EM)
  - c. SOP's that need to be added per finance recommendations (SF and AE)
- 10. Adjourn**