

Clearwood Community Association

Minutes of the Board of Directors Special Meeting

January 30, 2019 - ****APPROVED****

- 1 **1. MEETING CONVENED**
- 2 a. At the Clearwood Office
- 3
- 4 **2. QUORUM**
- 5 a. The quorum for the meetings of the Board of Directors is three. Five
- 6 Directors were in attendance throughout the meeting, therefore the
- 7 quorum was met.
- 8
- 9 **3. IN ATTENDANCE**
- 10 a. Directors: Tom Jones (Vice President), Emily Martin (Secretary), John Moore
- 11 (Treasurer), Brian Gerrish (Director) and Aaron Lang (Director)
- 12 b. Member(s) and/or Guests: Racheal Paige, Linda Azzarella, Patrick Drinkard
- 13 and Laura Drybread
- 14
- 15 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 16 a. President Tom Jones and Secretary Emily Martin
- 17
- 18 **5. MEETING CALLED TO ORDER** at 7PM
- 19
- 20 **6. INTRODUCTIONS**
- 21 a. The Board, Staff, Members and Guests introduced themselves.
- 22
- 23 **7. APPROVE THE AGENDA**
- 24 a. A Motion is made by Vice President Jones and seconded by Treasurer Moore
- 25 to approve the agenda. Motion passed unanimously.
- 26
- 27 **8. NEW BUSINESS**
- 28 a. Approve 2019.01.19 Regular Board Meeting Minutes
- 29 i. A Motion is made by Vice President Jones and seconded by Director
- 30 Gerrish to approve the 2019.01.30 Regular Board Meeting Minutes.
- 31 Motion passed unanimously.
- 32 b. Office 365 Sharepoint Access
- 33 i. Director Lang stated that he needs additional information on our
- 34 current sharepoint system and that Office 365 Sharepoint is
- 35 currently only being used for email, but can be used for much more.
- 36 Director Lang is asking that he be given admin access over
- 37 sharepoint to create a file archive to set up permissions on accounts
- 38 and get things set up, then be removed as admin for implementation.
- 39 Director Lang addressed that PC Tech can assist, but this will cost
- 40 extra to set up specific users and specific access. Secretary Martin
- 41 requested that Finance be set up with their access first so they can
- 42 start on the 2020 budget.
- 43 ii. A Motion is made by Vice President Jones and seconded by Treasurer
- 44 Moore to allow Aaron Lang temporary administrator access for 90
- 45 days for Office 365 Sharepoint. TJ, JM, EM & BG voted in favor. AL
- 46 abstained. Motion passed.

47

Clearwood Community Association

Minutes of the Board of Directors Special Meeting

January 30, 2019 - ****APPROVED****

- 48 c. Secretary Martin presented the Management Research Committee's
49 request as follows: 1. Requesting that the board cover the cost of renting
50 the Fire Station for their Town Halls in the amount of \$150.
51 2. Requesting that the Board Secretary post announcements for the Town
52 Halls to the community website, community Facebook page, in the
53 newsletters and sent out to the community email list.
54 3. Requesting that the presentation be placed on the community website
55 and an email blast sent to membership with a link to those who could not
56 make the meetings. 4. Requesting that a link to a poll asking the
57 community for their management preference be put on the community
58 website and that the link be sent out to the community via email blast.
59 Member Drybread suggested the board review the presentation prior to
60 the Town Hall. Secretary Martin stated this shouldn't be an issue and will
61 bring this request to the committee.
62 i. A Motion is made by Vice President Jones and seconded by Secretary
63 Martin to cover the cost of the Fire Station rental in the amount of
64 \$150. Motion passed unanimously.
65 ii. A Motion is made by Director Lang and seconded by Secretary Martin
66 to amend the motion made by Vice President Jones to include
67 approving the posting of polls and announcements on our website
68 and Facebook page.
69 d. Member Request – COWA
70 i. Vice President Jones stated this is on hold.
71 e. Election of Officers
72 i. President
73 1. A Motion is made by Director Lang and seconded by Director
74 Gerrish to appoint Tom Jones as President. Tom Jones
75 accepted. Motion passed unanimously.
76 ii. Vice President
77 1. A Motion is made by President Jones and seconded by Director
78 Gerrish to appoint Aaron Lang as Vice President. Aaron Lang
79 accepted. Motion passed unanimously.
80

9. EXECUTIVE SESSION

- 81 a. A Motion is made by President Jones and seconded by Secretary Martin to
82 enter Executive Session at 7:36pm to discuss Legal and Personnel Issues.
83 Motion passed unanimously.
84 b. A Motion is made by Secretary Martin and seconded by President Jones to
85 exit Executive Session at 9:58pm. Motion passed unanimously.
86
87

10. OPEN MEETING RECONVENED

- 88 a. A Motion is made by Treasurer Moore and seconded by President Jones to
89 move the DoLanna Burnett case to our Association Attorney to include all
90 needed audit and all insurance case matters and management. Motion
91 passed unanimously.
92

93

Clearwood Community Association

Minutes of the Board of Directors Special Meeting

January 30, 2019 - ****APPROVED****

- 94 b. A Motion is made by President Jones and seconded by Director Gerrish to
95 communicate with the attorney on waiving the violation on division/lot
96 06/587 and request the member be responsible for their own legal fees.
97 Motion passed unanimously.
98 c. A Motion is made by President Jones and seconded by Treasurer Moore to
99 approve the notification to Member Syndi Martin that further
100 communication regarding her records request shall be done so with the
101 Association Attorney. President Jones, Vice President Lang, Treasurer
102 Moore and Director Gerrish all voted in favor. Secretary Martin was
103 opposed. Motion passed.
104 d. A Motion is made by Vice President Lang and seconded by President Jones
105 to affirm the board consensus on item E. in Executive Session. Motion
106 passed unanimously.
107

11. ADJOURNMENT

- 108 a. A Motion is made by Secretary Martin and seconded by President Jones to
109 adjourn at 10:13pm. Motion passed unanimously.
110

111 **Minutes Prepared by:**
112 Secretary Emily Martin