

Clearwood Community Association

Minutes of the Board of Directors Special Meeting
February 26, 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 four. Six
- 6 Directors were in attendance throughout the meeting, therefore the
- 7 quorum was met.
- 8
- 9 **3. IN ATTENDANCE**
- 10 a. Directors: Tom Jones-President (TJ), Aaron Lang-Vice President (AL), Emily
- 11 Martin-Secretary (EM), John Moore-Treasurer (TJ), Brian Gerrish-Director
- 12 (BG) and Doug Skelly-Director (DS)
- 13 b. Staff: Rebecca Kyser and Racheal Paige
- 14 c. Member(s) and/or Guests: Mariel Lindblad, Stacey Beggerly, Malinda Poirier,
- 15 Syndi Martin and Margaret Skelly
- 16
- 17 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 18 a. President Tom Jones and Secretary Emily Martin
- 19
- 20 **5. MEETING CALLED TO ORDER** at 7pm
- 21
- 22 **6. INTRODUCTIONS**
- 23 a. The Board, Staff, Members and Guests introduced themselves.
- 24
- 25 **7. APPROVE THE AGENDA**
- 26 a. A Motion is made by TJ and seconded by JM to approve the agenda. Motion
- 27 passed unanimously.
- 28
- 29 **8. REGULAR BUSINESS**
- 30 a. A Motion is made by TJ and seconded by JM to approve the February 16,
- 31 2019 Regular Board Meeting Minutes. DS abstained. TJ, JM, BG, AL and EM
- 32 voted yes. Motion passed.
- 33
- 34 **9. NEW BUSINESS**
- 35 a. AL addressed ownership and the attorney's advice regarding community
- 36 property. Per the attorney, DS is an owner under the community property
- 37 law as long as there was a marriage certificate prior to the purchase of the
- 38 property and no quit claim deed was signed.
- 39 b. TJ stated Patrick Drinkard plans to resign from both Patrol and the Board
- 40 and claims to be in the process of being added to the deed. EM stated we
- 41 should not hold the open position for Patrick Drinkard and if he chooses to
- 42 re-run at a later date he can, but shouldn't be considered due to lying about
- 43 his situation.
- 44
- 45 **10. EXECUTIVE SESSION**
- 46 a. A Motion is made by TJ and seconded by DS to enter Executive Session at
- 47 7:23pm, inviting Rebecca Kyser and Racheal Paige for a portion of the
- 48 meeting. Motion passed unanimously.

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49 b. A Motion is made by DS and seconded by AL to exit Executive Session at
50 10pm. Motion passed unanimously.
51

11. RECONVENED IN OPEN SESSION

52 a. A Motion is made by DS and seconded by BG to bring QuickBooks Desktop
53 back. A Motion is made by AL and seconded by JM to amend the Motion and
54 include "given our CPA's blessing". DS voted no. EM, TJ, JM, BG Yes. Motion
55 passed.
56

57 b. A Motion is made by DS and seconded by TJ to accept the proposed office
58 staff adjustments in order to maintain our budget. Motion passed
59 unanimously.

60 i. Adjustments being to close the office on Fridays and only being open
61 Monday-Thursday, 9am-5pm.

62 c. A Motion is made by JM and seconded by AL to accept items 1-3 on the
63 memorandum dated February 24, 2019 by JM. Motion passed unanimously.

64 i. Items passed:

65 1. (U.S. Bank records) at the request of FVLS (Ted Phelps) and
66 Corporate Attorney Eric J. Lanza, our U.S. Bank has been
67 asked for bank access of the old archived checking account,
68 either on-line access or by electronic copy of the records. The
69 request cover's copies of all checking account statements and
70 canceled checks. CD accounts and Statements.

71 2. (Key Bank records) BOD needs to give permission FVLS (Ted
72 Phelps) to be granted on-line status, to review our checking,
73 savings and money market accounts (Electronically on-line
74 access) OBSERVE AND PRINT ONLY.

75 3. FVLS also needs from KEY BANK copies of credit card
76 statements.

77 d. A Motion is made by AL and seconded by DS to add JM and TJ to all US
78 Bank accounts. Motion passed unanimously.

79 e. A Motion is made by DS and seconded by TJ to bring in Elaine Sparkman as
80 our part time bookkeeper and overseer of office operations. EM abstained.
81 TJ, JM, BG, AL, DS yes. Motion passed.

82 f. A Motion is made by AL and seconded by DS to temporarily hold wage
83 increases. Motion passed unanimously.

84 g. A Motion is made by BG and seconded by TJ to approve the 2019.02.26
85 Special Board Meeting Minutes. Motion passed unanimously.
86

12. ADJOURNMENT

87 a. A Motion is made by TJ and seconded by DS to adjourn at 10:28pm. Motion
88 passed unanimously.
89

90

91 **Minutes Prepared by:**

92 Secretary Emily Martin