

Clearwood Community Association

Minutes of the Board of Directors Special Meeting

May 29, 2019 - **APPROVED**

- 1 **1. MEETING CONVENED**
- 2 a. At the Clearwood Office
- 3 **2. QUORUM**
- 4 a. The quorum for the meetings of the Board of Directors is four. Seven
- 5 Directors were in attendance throughout the meeting; therefore, the quorum
- 6 was met.
- 7 **3. IN ATTENDANCE**
- 8 a. Directors: Aaron Lang, President (AL); Brian Gerrish, Vice President (BG); Emily
- 9 Martin, Secretary (EM); John Moore, Treasurer (JM); Malinda Poirier, Director
- 10 (MP); Lonny Bays, Director (LB); Deborah Baker, Director (DB)
- 11 b. Staff: Racheal Paige
- 12 c. Member(s) and/or Guests: Bob Owen, Linda Azzarella, Syndi Martin, Sooze
- 13 Fitsik, and LaDonna Hockaday
- 14 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 15 President Aaron Lang and Secretary Emily Martin
- 16 **5. MEETING CALLED TO ORDER** at 6:35pm
- 17 **6. INTRODUCTIONS**
- 18 a. The Board, Staff, Members and Guests introduced themselves.
- 19 **7. APPROVE THE AGENDA**
- 20 a. A Motion is made by AL and seconded by EM to approve the agenda. Motion
- 21 passed unanimously.
- 22 **8. BOARD DIRECTOR SEAT VACANCY**
- 23 a. AL stated the board shall be that of 7 members and asked if anyone had an
- 24 objection to seating Deborah Baker on the board. No director had an
- 25 objection.
- 26 b. A Motion is made by AL and seconded by EM to seat Deborah Baker to the open
- 27 2019 director seat until August. Motion passed unanimously.
- 28 **9. PROFESSIONAL PROPERTY MANAGEMENT**
- 29 a. Scope of Work Tasks Assigned to each Director
- 30 i. The board went through each department and committee, identifying
- 31 tasks they felt a Professional Property Management Company should
- 32 handle, highlighting those that they felt should be handled in house and
- 33 not outsourced.
- 34 ii. AL suggests provided this supplemental list to PPM Companies along
- 35 with the RFP
- 36 iii. AL and DB will work together to put the RFP together for Board review.
- 37 b. Consultant Interviews
- 38 i. DB to review the taped interviews of each consultant. Board poll will be
- 39 drafted for vote on top picks for consultant services.
- 40 **10. ADJOURN**
- 41 a. A Motion is made by AL and seconded by DB to adjourn at 9:25pm. Motion
- 42 passed unanimously.

43 **Minutes Prepared by:**
44 Secretary Emily Martin