

Clearbrooke HOA Board Meeting
January 4th, 2024
Location: Community Building

Board Members in Attendance:

Gwen Jarmon, Michael McDermott, Dean Anderson, Paula Odom

Business:

This was an organizational meeting for the newly elected board of directors. The first order of business was the election of officers, to wit:

- Motion made by Gwen Jarmon nominating Michael McDermott as President; Motion seconded by Dean Anderson.
- Motion made to close nominations by Dean Anderson; Motion seconded by Gwen Jarmon.
- Michael McDermott elected by unanimous vote of all board members to be President.

- Motion made by Michael McDermott nominating Paula Odom as Treasurer; Motion seconded by Gwen Jarmon. Following a significant conversation regarding the duties and position, Paula Odom accepted the nomination. Motion made by Michael McDermott to close nominations; Motion seconded by Dean Anderson.
- Paula Odom elected by unanimous vote of all board members to be Treasurer.

- Motion made by Michael McDermott nominating Gwen Jarmon as Secretary; Motion seconded by Dean Anderson. Motion made to close nominations by Michael McDermott; Motion seconded by Paula Odom.
- Gwen Jarmon elected by unanimous vote of all board members to be Secretary.

- Motion made by Michael McDermott nominating Dean Anderson as Vice President; Motion seconded by Paula Odom. Motion made by Michael McDermott to close nominations; Motion seconded by Gwen Jarmon.
- Dean Anderson elected by unanimous vote of all board members to be Vice President

- Motion made to reappoint Dean Anderson in his position as Code Enforcement/Architecture Review Officer by Michael McDermott; Motion seconded by Gwen Jarmon. Vice President Anderson agreed to carry out the duties while also serving as the Vice President.
- Dean Anderson elected/appointed by unanimous vote of all board members to be Code Enforcement/Architecture Review Officer.

Minutes from December 14, 2023 Meeting

Treasurer Odom offered a correction to the Treasurer's Report attached to the meeting minutes which constituted a typographical error on the balance sheet. The correction was duly noted.

Treasurer Odom offered a correction to the Board Meeting Minutes from the December meeting where Secretary Jarmon was misidentified as "Gwen Purnell".

While the meeting was only intended to serve as an organizational meeting of the board, the board entertained a discussion regarding an agenda which had been circulated by Treasurer Odom prior to the meeting. The agenda outlined several areas of concern from Treasurer Odom. While not the official "agenda" of the meeting, President McDermott reviewed the items with the board for potential future action as follows:

- An Independent Audit request was tabled being deemed too expensive an undertaking for the HOA to incur as an expense. There is no evidence of any missing funds or untoward conduct by any current or previous board members of the HOA. All of the data cited by Treasurer Odom was 10 or more years old, and may have only involved incomplete references in the meeting minutes from that time period. Treasurer Odom was advised that expenditures can easily be reviewed and she has access to review previous bank statements. The HOA has maintained the services of a professional accounting firm for many years and Treasurer Odom and President McDermott will be meeting with the accounting firm on January 17th, 2024.
- The board has received all of the user names and passwords for the various sites and platforms utilized by the HOA to communicate with residence and conduct business.
- The board has received all keys from the outgoing board members except for former director Hilary Sporney. (*Ms. Sporney is completing some of the filing which she would like to complete for the current board so that everything is up to date.*)

Next Meeting:

The board adjourned with their next agreed meeting date for regular business to be conducted on January 18th, 2024 at 6:30 pm at the Community Building.