



**WILLOW FOREST HOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 23, 2024, @ 6:00 p.m. at 8410 Creek Willow Dr. &  
Zoom: 85139799007 PW: 845553**

<https://ciaservices.zoom.us/j/85139799007?pwd=HB1cS9AjhA9j7aN3oD1bEtUfTccawF.1>

- 6:00 p.m. Establish Quorum & Call Meeting to Order
- 6:00 p.m. Minutes, Meetings & Decisions
- Meeting Minutes
  - Ratify decisions made outside of the meeting, if any
  - Summarize outside meetings, if any
- 6:10 p.m. Management Report
- Action Item list
  - Financial statements
  - Maintenance report
  - Violation summary
- 6:30 p.m. Committee Reports
- Architectural Control Committee, if any
  - Events Committee, if any
  - Newsletter Committee, if any
  - Welcoming Committee, if any
- 6:40 p.m. Unfinished Business
- Architectural Control Guidelines
  - Payment Plan Guidelines
  - Any other unfinished business
- 6:45 p.m. New Business
- Annual Meeting
  - Next meeting dates: Board – February 27, 2024
  - Any other new business, if any
- 7:00 p.m. Open Forum\*
- 7:30 p.m. Executive Session
- Homeowner correspondence & request, if any
  - Violation expanded summary
  - DR Recommendations, if any
  - Collections update
  - Update on legal matters, if any
  - Any other Executive Session items
  - Reconvene open session and announce Executive Session decisions
- 8:30 p.m. Adjourn

*\*Open Forum is not required by law and is extended as a courtesy of the WFHA Board of Directors during all Board of Director Meetings. The Designated time for Open Forum is a total of three minutes per speaker regardless of the number of agenda items to be addressed. Open Forum will **not** be used to discuss individual property owner's accounts or deed restrictions violations. For those items, a request must be made in writing at least 10 days prior to the meeting date and they will be addressed during Executive Session – Homeowners request.*