

# **Summit Hills Architectural Planning & Street Maintenance Association**

## **HOA Board Minutes**

**12/3/2020**

**The Coronavirus has made physical board meetings impossible. All HOA business has been conducted with emails and video conferencing among the board members and lot owners.** The following board members were involved in the video conferencing meeting: Carol Richardson, Brandi Armenta, Lisa Satterfield

### **Bills/Payments**

Reviewed bills via email and signed checks by drop off and pickup arrangements.

**Minutes** from 11/20/2020 were approved.

**General Meeting announcement**, agenda and unpaid assessments were mailed on Tuesday 11/24/2020 18 days before meeting. Assume received on Friday(11/27) or sooner which is a 15 day notice. Email announcement were sent on Saturday (11/28) which is a 14 day notice.

### **General Meeting Plans**

The general meeting is for lot owners only. Forwarding of Teams invites will not be forwardable.

I will set the meeting to record and the recording is announced across the top of the window. No one else can record. I can share the recording with the board members so that meeting minutes can be written.

Attendees will wait in the lobby to be allowed to join the meeting. Brandi will admit attendees from the lobby and record attendance. To do business we need a quorum - 25% of lot owners which is 10 lots is a quorum. If there are two owners for a lot they each can attend the meeting with their own emails but each lot only has one vote. Voting should be done by roll call by lot and each vote needs to be recorded. A simple majority vote is needed on business items.

Lisa will handle unmuting and timing of speakers during the open forum.

Meeting agenda was reviewed.

Brandi Armenta