

The Adam Ridge Rowhomes Owner Association, Inc.  
Annual Meeting Minutes  
Monday, September 19, 2022  
City of Johnston Public Library –Meeting Room

**Board of Directors:**

Megan Shepherd-President

Michelle Johnson-Vice President

Brenda Burditt-Secretary

Jane Shipman-Community Association Director

**Homeowners Present:** 6105-Haden, 6125-Bunn, 6128-Kakkunnath, 6150-Riddick, 6172-Smailovic

Proxy on file: 1

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by President Shepherd.

Quorum was not met to hold meeting.

The board will reschedule the annual meeting to a tentative date in October 2022.

**ADJOURNMENT:**

The meeting was adjourned at 6:05 p.m.

Submitted by Brenda Burditt, Secretary

**Board of Directors Meeting Minutes  
Monday, September 19, 2022  
City of Johnston Public Library –Meeting Room**

Meeting called to Order at 6:15pm by President Shepherd

**Board of Directors:**

Megan Shepherd-President

Michelle Johnson-Vice President

Brenda Burditt-Secretary

Jane Shipman-Community Association Director

President Shepherd began discussion with board members of alleviating the issue with homeowners not attending the Annual Meeting to make the following Policy Rule:

*All homeowners will be required to attend the Annual Members meeting or Special Meetings.*

*If homeowner is unable to attend such meeting, a proxy must be signed and presented to the association no later than 24 hours before the meeting is called to order. Failure to attend meeting or submit a proxy for attendance will result in a \$100.00 fine, payable within 30 days. Late fees may apply.*

Michelle made motion to accept policy, Brenda second the motion. Motion passed.

No further discussion was submitted to the record. Policy will be filed with Polk County and distributed to homeowners effective with 2<sup>nd</sup> Notice of Annual Meeting.

Submitted by Brenda Burditt, Secretary