

**Inverness Homeowners Association
Board of Directors Meeting
December 9, 2021 4:00 PM**

Meeting to be held via Zoom only.

To join the meeting via your computer or tablet click the link below:

<https://us02web.zoom.us/j/9823945022?pwd=VklsZS9uYTFLMGNZUUpuMUNMS2hYUT09>

Meeting ID: 982 394 5022
Passcode: ivs6Qw

To join the meeting via your telephone dial:

Dial by your location:
(646) 558-8656
Meeting ID: 982 394 5022
Passcode: 528669

Agenda:	Allotted Time	Responsible
1. Call to Order, Attendance, Agenda Review and Agenda Order	5 min	HOA President
2. Review and Approve Previous Meeting	3 min	HOA Secretary
3. New Unit Owner Items not on published agenda	5 min	HOA President
4. Review Financials (Expense and Capital)	10 min	HOA Treasurer
5. Old Business Review Action Log - Due Actions and Discussion	5 min	HOA Members – Led by HOA President
6. Old Business: Pinnacle Contract - Communication to Owners of the details and next steps; Roofing - Request for Bids - Discuss Timing	25 min	HOA Board and Members
7. New Business: Calendar of contracts and key events for 2022; Winterization - How many owners are leaving for the winter and	15 min	HOA Members – Led by HOA President

how can we minimize any winter weather impacts; Transfer funds from the checking account to the roof account or the reserve account more frequently?		
8. Review Action Log - New Actions	5 min	HOA Board
9. Close Meeting – Confirm Schedule for next meeting.	2 min	HOA President

Meeting Ground Rules:

- Start & finish on time; Everyone participates; Challenge ideas, not individuals
- Cell-phones on vibrate and not used; One conversation at a time
- Allow each speaker to complete their comment without interruption; One voice following the meeting