

DIRECTOR MEETING MINUTES

DATE: 12/20/2020

TIME: 5:00PM

LOCATION: ZOOM ONLINE

TYPE OF MEETING	Meeting of Directors Regular Meeting
NOTE TAKER	Christina Calcagno
ATTENDEES	Christina Calcagno, Stewart Polk, Tom Shelly, Laura Johnson

10 MINS **AGENDA ITEM 1**

TOPIC	NEW CPA		
DISCUSSION	PERSON RESPONSIBLE	DEADLINE	
The Board has agreed to hire Rulon, Jenson and Cundry as the new bookkeeper and tax prep. They are to start 1/1/2021. Ms. Calcagno will facilitate the transition.	Ms. Calcagno	1/1/2021	

10 MINS **AGENDA ITEM 2**

TOPIC	HOA Newsletter/ Community Updates		
DISCUSSION	PERSON RESPONSIBLE	DEADLINE	
Send out quarterly community newsletter, informing members of increased dues and other community updates.	Ms. Calcagno, Mr. Polk	12/30/2020	

30 MINS **AGENDA ITEM 3**

TOPIC	Water Intrusion		
DISCUSSION	PERSON RESPONSIBLE	DEADLINE	
Attorney Brian Moreno was hired to assist in Owner demands and facilitate communications with Farmers Insurance. Owner also sent an updated demand letter requesting resolution by 1/8/2021. Follow up with Attorney to see if any determination/resolution is near.	Ms. Calcagno	ASAP	

10 MIN **AGENDA ITEM 4**

TOPIC	BUILDING 3 ROOF – PONDING WATER		
DISCUSSION	PERSON RESPONSIBLE	DEADLINE	
BH Construction came out and installed 4 new scuppers to the back building to alleviate water ponding. They will send bill in the next few weeks. After the next rain they will come to check the other 2 roofs to make sure there is no ponding, if so the same solution will be performed.	Ms. Calcagno	Upon receipt	

PRESIDENT	Christina Calcagno	DATE	12/20/2020
VICE PRESIDENT	Tom Shelly	DATE	12/20/2020
SECRETARY	Stewart Polk	DATE	12/20/2020