

**SPYGLASS LANDING  
BOARD OF DIRECTORS MEETING  
DRAFT AGENDA  
MONDAY, December 12, 2016 @ 4:00PM  
Arbor Management  
2 Snow Road, MARSHFIELD, MA**

**Call to Order:**

**Board Present:**

**Management:**

**Quorum:**

**Approval of Minutes: November meeting**

**Review of Financials:**

Year end figures

Pending December Bills

January bills

**Review of key storage**

**Budget Presentation: Homeowners Forum planned for 12/19 at 6:30 p.m. at the library.**

Who to speak?

How detailed?

Use last years format?

**Arbor Management Report:**

Work history review

Issues review

**Schedule of Board meetings 2017**

**2017 1<sup>st</sup> Quarter Tickler items:**

Trust account deposit for 2017

FHA recertification

Close of 2016 Year end

Tax return

**Annual Meeting:** Monday, September 18<sup>th</sup> at 6:45 p.m.

Address: Marshfield Elks Lodge, 1321 Ocean Street

**Adjournment:**

