

Two Forty Place Association HOA New Board Members | MINUTES

May 28, 2019 | 1:00pm | Two Forty Place Townhomes

Meeting called by	William Mills - President	William Mills - President
Type of meeting	Emergency Appointment	Talitha Falconer - Vice President
Facilitator	William Mills - President	Betty Ramos - Secretary/Treasurer
Note taker	Betty Ramos – Secretary/Treasurer	Deborah Goen - Assistant Secretary
Timekeeper	Talitha Falconer - VP	Michael Falconer - Committee Chairperson

A) Open Issues: New member positions, appointment of additional board members, and appointment of nomination committee members

William Mills made a motion to add additional board members Debra Goen and Michael Falconer. Betty Ramos second, all approved. The new board members and positions are as follows:

William Mills - President
Talitha Falconer - Vice President
Betty Ramos - Secretary/Treasurer
Deborah Goen - Assistant Secretary
Michael Falconer - Committee Chairperson

Appointment of nomination committee (article VIII Section 3) Carol Feaster and Mike Petro

B) Legal Issues/Property Management position

Motion was made by Betty Ramos to continue with any ongoing business previously contracted for (i.e., collections) with Matthew Winton. Mr. Winton has already been paid for collections currently in progress. No future compensation and/or contractual work will be had with Matthew Winton. Matthew Winton is no longer the registered agent of Two Forty Place Association. Deborah Goen – second, all approved.

New legal representation Don Pope. Services initiated retroactive to May 22, 2019. Don Pope will be instructed to begin the process of changing registered agent with the State of Oklahoma. Don Pope to notify Matthew Winton of termination of services. Letter from Debbie Campbell was received resigning from her duties as trash collector effective June 1, 2019. Motion was

made by Betty Ramos to compensate Debbie Campbell for the month of May (\$100.00) since she had been paid \$100 per month for the last 10 years to pick up trash in the community. Deborah Goen – second, all approved.

Motion was made by Betty Ramos to hire a full-time on-site Property Manager effective June 1, 2019 at the rate of \$2,000 per month with a prorated May 2019 rate and Talitha Falconer being the initial temporary manager until another permanent applicant is hired and/or all community projects are complete. Job duties for the new property manager will be regulated by a 4-page job description document that is subject to change with duties being increased, decreased, or altered and any given time. Compensation includes travel time, mileage, and gas – no additional charges for travel expenses are allowed. Property manager salary will go through their own business account for which taxes can be paid yearly. Deborah Goen – second, all approved. Michael Falconer and Talitha Falconer abstained from voting to avoid conflict of interest.

Adjourn 1:30 pm - William Mills, Deborah Goen – second, all approved