



## Meeting Minutes for March 21, 2017

### (Closed Council Meeting)

**Attendance:** Council: Caroline Bond, President; Jane St. Amant, Vice President; David Bencaz; Treasurer; Keith Lemoine; new council member; Ryan, new council; Daniel Williams, Accountant; Kate Cook, HOA Representative; Katie Clement, HOA Administrator

**Call to Order** 7:41pm

#### **Personal Introductions**

New council members: Ryan & Keith

Returning council members: David, Caroline, Jane

Employees: Kate (Representative), Daniel (Accountant), Katie (Administrator)

#### **Define roles and responsibilities for each officer position**

- President- Leads meetings, creates agenda prior to meetings, checks the Council email account.
- Vice president- Preside as president when needed
- Treasurer- Assists accountant as needed
- Secretary- Record meeting minutes
- Liaison- Offer assistance as needed

#### **Officer elections**

- Jane nominated Caroline for President. Caroline declined nomination. Caroline nominated David for President. Jane seconded nomination. David accepted nomination. All voted in favor of David as President.
- Ryan nominated Keith for Secretary. Caroline seconded nomination. Keith accepted nomination. All voted in favor of Keith as Secretary.
- Keith nominated Jane for Vice President. Caroline seconded nomination. Jane accepted nomination. All voted in favor of Jane for Vice President.
- Ryan nominated Caroline for Treasurer. Keith seconded nomination. Caroline accepted nomination. All voted in favor of Caroline for Treasurer.
- Ryan accepted role as Council Liaison.

#### **2017 Council:**

- President- David Bencaz
- Vice President- Jane St. Amant
- Secretary- Keith Lemoine
- Treasurer: Caroline Bond
- Liaison: Ryan

## **Review and Approval of Annual Meeting Minutes**

Annual meeting minutes were not available for review. Katie will request minutes from the volunteer who recorded them at the annual meeting.

## **New Business:**

1. Daniel requested guidance from the Council with regards to late fees for annual dues. Council instructed Daniel to forward homeowner to the Treasurer for review.
2. Ryan requested providing better documentation of items approved by the Council over email and making minutes available to homeowners in a timelier manner. Council agreed with Ryan. A quick review of items approved over email (home improvement requests, expenditures for repairs) will be read into the minutes at every meeting.

## **Old Business:**

1. Discussion and clarification of Assessment Resolution voted on at annual meeting
  - Ryan issued a statement questioning the status of the vote at the annual meeting. The issue was tabled for further discussion.
  - Jane motioned to stand by the assessment with the option to make an amendment (or establish a set of guidelines) to the resolution after further discussion at our next meeting. David seconded motion.  
All in favor- Jane, David, Caroline, Keith  
All opposed- Ryan
2. Katie presented each Council member with a copy of proposed guidelines/procedures to follow when enforcing deed restrictions and utilizing the assessment resolution. The document also contained a proposed amendment to the deed restrictions regarding fences along the rear portion of lake lots. Council agreed to review document prior to next meeting.

**Next Council meeting is scheduled for Tuesday, April 11 at 6:30pm**

Meeting was adjourned at 8:53pm