

WINDSOR / NORMANDY MASTERS ASSOCIATION

Board of Directors

Minutes

June 14, 2021

Meeting was called to order by Christine Francis at 6:10 pm.

The following board members were in attendance: Jenell Johnson, Gary Babb, James Hale, Victoria Sciortino, Pam Mason, Christine Francis.

Property Manager

The following items were discussed by the board.

1. Change the masters address and get key to 9715 N. Locust Dr. mailbox.
2. Change the signature card at BMO Harris bank. Will need the minutes from annual meeting on June 9th to give to the bank. Board discussed possible meeting dates to approve the minutes. June 28th at 6:00pm was selected.
3. How to set up quarterly due's mailings to residents. Board discussed several options including doing the mailing in house by the board as they look for a replacement for Lois.
4. How to handle deposits; treasurer and chair to coordinate. Christine and Gary will insure this is done in a timely manner so that there is no interruption in service.
5. Review records of Classic Association Management before Lois exit.
Board discussed various options. Pam Mason stated that her husband, Vic Hurlbert CPA, would review this document at no charge. Hurlbert was past treasurer for the Master's Association. Mason stated for the record that this function was only a review. The board stated that procedure was necessary to allow the board to comply with the management agreement with Classic Association Management. The board will send a letter to Ms. Severson requesting the material. When the material is ready Jenell and Pam will pick up.
6. Review Pinnacle Bookkeeping contract and discuss issues /questions/role, etc.
Board discussed various options. A motion was made by Jenell Johnson to offer Pinnacle a six month contact at \$250. Motion was seconded by James Hale. Motion was discussed. Victoria offered a friendly amendment to the motion; Victoria ask that the board have 48 hours to review this contract and report back to Christine. Jenell agreed to the amendment, James Hale seconded the amendment.
The amendment was voted on and passed unanimously. Vote was taken on the amended motion, passed unanimously.

Bylaws Review

1. Board reviewed the draft of the bylaws. Several changes were made, and Christine will send out the Revised draft.
2. Budget funds for bylaws for attorney review

Board reviewed the current budget. It was stated that the 2021 budget was automatically adopted in March of 2021 pursuant to the CC and R documents. The board, if necessary, will amend the budget to provide services. Victoria gave the board information on an attorney named Michael Keleher. Board discussed hiring Mr. Keleher. Motion was made by Pam Mason for Victoria to contact Michael Keleher to obtain a contract to review our CC &R's and the bylaws. James Hale seconded the motion. The motion passed unanimously.

Communications

1. Google Domain

James and Christine led the discussion.

2. Mission/Vision statement

This matter was tabled to a future meeting.

3. Connecting with residents via Website or email regarding pool violations, budget meeting, etc.

James explained how the site would work. Board asked various questions regarding information that would be available on website.

Meeting concluded at 8:20 pm.

Approved on <u>4/21</u> 2021	
Cristine Francis, Chair	CF
Jenell Johnson, Vice Chair	
Gary Babb, Treasurer	GMB
Pam Mason, Secretary	PM
Victoria Sciortino	VS
James Hale	JH