

**Minutes of 12 May, 2012 Special Meeting of Carriage Lawn  
Board of Directors**

(Action items shown in **bold**)

I. Meeting called to order at 10:05am.

II. Attendees:

- a. Gay Ashley, President
- b. Dave Armstrong, VP/Secretary
- c. G'Ann Zieger, Treasurer
- d. Mary VanMullekom, Member-at-Large
- e. Brian Heisler, GHA Property Manager

III. Meeting Topics:

- a. Problems with Quarterly Statements. The Board discussed the problems arising from the change to quarterly statements (approved at the 5 March meeting), and specifically, the confusion resulting from the 1 June due date shown on the quarterly statement for April, May, June. In order to resolve these problems, the board voted on the following proposals:

Proposal 1: Return to monthly statements beginning with the 1 June statement.

Vote: Approved (unanimous).

Proposal 2: Prior to making major changes to the monthly billing and statement process, the Board will present proposed changes at a public meeting.

Vote: Approved (unanimous).

Proposal 3: Due to confusion over the due date shown on the April, May, June quarterly statement, monthly late fees assessed for the months of April and May will be removed for all homeowners.

Vote: Approved (unanimous; one board member recused).

The Board also agreed that GHA is to include a letter in the June statements to explain the return to monthly statements and the removal of late fees.

**[GHA action]**

IV. Meeting moved to Executive Session at 10:29am.

V. Meeting adjourned at 10:52am.