

Carriage Lawn at Barkley
Board of Directors – Special Meeting
Meeting Minutes

December 15, 2016

Call to order (6:31 p.m.)

The 2016 Board of Directors conducted a Special Meeting at Thoreau Middle School.

Board Members in Attendance

Gay Ashley, President

Mary Van Mullekom, Vice President

G’Ann Zieger, Treasurer

Mark Walker, Member-at-Large

Purpose of Meeting

This special meeting was convened to discuss officer assignments and other personnel matters.

Motions

G’Ann moved that Hiranya be removed as Secretary of the Board. This motion was based on his response at the previous meeting November 14, 2016, where the remaining Board members were authorized to determine if Hiranya remains on the Architectural Review Board, or remains on the Board of Directors. This decision was necessary to ensure compliance with the governing documents as noted by CLAB’s legal counsel. Mark Walker seconded the motion. There was no additional discussion. **The motion was approved unanimously.**

Gay presented a motion to nominate Mark Walker as Secretary of the Board. G’Ann seconded the nomination. **Discussion:** G’Ann reminded the Board that the Book of Resolutions, Meeting Minutes and associated materials that are the responsibility of the Secretary should officially be handed off to Mark. Additionally, G’Ann asked who is the caretaker of the graphical Google Earth map of the community used for the lighting project? Gay clarified that Carrie (GHA) is in possession of this and will bring it to the annual meeting at a minimum, and as needed. G’Ann also mentioned the suggestion from Dave Armstrong that the Board purchase a Light Scribe pen system to manage the meeting notes and minutes moving forward. The Board agreed that this needs to be pursued and evaluated by Mark. The overall discussion among the Board was that would provide a more timely and efficient issuance of the minutes. Mark clarified that a single MS Word document will be emailed with the track changes function enabled, and will collate all comments. The routing of the minutes was discussed for Mark’s benefit. **The motion was approved with 3 in favor (Gay, G’Ann, and Mary) with one abstention (Mark).**

G'Ann tendered her resignation of the Board of Directors. G'Ann expressed her appreciation for the ability to serve the community, and we wished her well. Prior to taking an official action, she recommended that Jim Ryan (previously on the Board) would be a great candidate to assume her role as Treasurer until annual elections. His previous performance on the Board, as well as his educational background and experience with Accounting, are valuable to the community. Gay and Mary agreed.

A motion as made by Mark to nominate Jim Ryan to join the Board as G'Ann's replacement and assume the role of Treasurer until the annual elections in 2017. Jim Ryan, in absentia, accepted the nomination via email to Gay. G'Ann seconded the motion. **The motion was passed unanimously.**

G'Ann's resignation was then accepted by Gay and fully executed. Administrative actions were discussed and clarified to complete this process.

Group Discussion: The timing of the Annual Meeting was discussed. Early to mid-February was mentioned, but additional feedback from the Board will be needed. Sufficient notice will be provided.

The GHA contract and Carrie's monitoring of the property was discussed. Carrie is looking forward to functioning in an active and proactive manner with the Board for 2017, and will be working with Brian Heisler to assure all expected activities for upkeep of our property are addressed.

Adjournment – Motion by Mark, Second by Mary. Motion was passed unanimously. (Approximate time was 7:05 p.m.)

Minutes Respectfully Submitted: Mark Walker December 22, 2016

Minutes Reviewed by Board: May 16, 2017

Minutes Approved: May 16, 2017