

GUNBARREL GREEN HOA – BOARD MEETING MINUTES

Meeting date: July 7, 2022

Meeting Location: Zoom call

Board members present: Melissa Haapala (Vice President), Tarek Sammakia (Treasurer), Pam Anderson (Secretary)

Board members not present: Marc Rochkind (President), Jim Elkins (Director)

Total # of Participants: 8

Meeting was called to order by Melissa at 7:02 pm. The meeting was recorded. A quorum was present.

Discussion Topics

1. Housekeeping
 - a. Protocol of Community Involvement
 - b. Approval of minutes – **Motion:** Tarek moved that the minutes be approved; Melissa seconded. All approved.
 - c. Homeowner additions to agenda – None.

2. HOA Vacancies
 - a. Architecture Committee – We have up to 2 vacant positions (Thank you to David Smith for his long service to the HOA). Per HOA governing documents, we only need 3 people on committee. If anyone is interested in joining the Architectural Committee, please contact Pam Anderson (pam-anderson@comcast.net) or the general email address (gunbarrelgreenhoa@gmail.com).
 - b. Board – Marc will not seek reelection at end of his current term.
 - i. Election - Will need to elect one board member at Annual meeting in October. If anyone is interested in running for HOA Board member, please send your interest via email to the general email address (gunbarrelgreenhoa@gmail.com).
 - ii. Marc's duties – There was a discussion on back-filling Marc's duties, after the Annual meeting:
 1. President – *we will elect new President at Board meeting following the Annual meeting*
 2. **Covenant committee – We could use some help from homeowners on this!**
 3. AC secretary - *Marc will continue in this role*
 4. HOA email and phone messages - We should be able to share this duty between existing Board members.
 5. **Communications (mailings, newsletter, ?) - We could use some help from homeowners on this!**
 6. 2023 Directory – Can Marc continue to do this?
 7. Website content management - *(Hopefully) Marc will continue in this role*
 8. Membership database management - *(Hopefully) Marc will continue in this role*

3. Committees
 - a. Treasurer – Tarek presented the expenses since last meeting.
 - b. Architecture – Pam presented summary of AC activity since last meeting.
 - c. Archway & Grounds – Chick reported that flowers were planted and lights are now on at night. Several members commented on the beauty of the flowers. Thank you Chick! Jen shared a secret viewing spot for fireflies this week only in Gunbarrel!

- a. Communications – There will be a postcard update following this meeting. This committee needs help! If anyone would like to help, please send an email to the general email address (gunbarrelgreenhoa@gmail.com).
- d. Welcoming committee – Jen is keeping up with all the home sales.
- e. Safety – Pam reported that there has been no email complaints about safety issues.
- f. Covenants – There was no report.

4. Next meeting: **September 1 @ 7:00pm**

5. Community Discussion – Tarek asked if we can consider moving the Board meetings to quarterly (4 per year including the annual meeting with a board meeting after the Annual meeting if the board has business to conduct). We will discuss this and vote on it in next meeting (September). Chick commented that quarterly board meetings have been the norm in the past.

6. Adjourn Meeting – **Motion:** Pam moved to adjourn the meeting; Tarek seconded. Motion passed unanimously.