

**Driftwood Heights Association  
Board Meeting Minutes  
Saturday 12/03/2022**

President – Randy Barry  
Vice President - Vacant  
Treasurer - Sherri Hall  
Secretary - Genelly Carranza  
VP Operations – Mike Cona  
VP Building and Grounds -Leonard Visser  
VP Water Quality- Vacant

Purpose of this meeting is to set up new members email accounts, discuss board member communications. Establish routines for calling and scheduling meetings. Review basic responsibilities of each board position. Open discussion on urgent issues that board members may have. Prioritize and assign responsibility for addressing those issues.

- **Meeting called to order at 10:20am by President**
- **Roll Call Present:**
  - President (R. Barry)
  - Treasurer (S. Hall)
  - Secretary (G. Carranza)
  - VP Ops (M. Cona)
  - VP Buildings & Grounds (L. Visser)
- **Old Business**
  1. Review/Approve 23 Oct 2022 Board Minutes
    - Motion made by L. Vesser
    - Seconded by R. Barry
    - Carried by unanimous vote
  2. Welcome M. Cona to Board, VP of Operations

3. Heritage Bank, W. Kanaby removed signer list and Safety Deposit Box access, Added R. Barry to signer list and Safety Deposit box access.

- **New Business**

1. S. Hall completed Email set ups for L. Vesser/VP Buildings and Grounds and M. Cona/VP of Operations.
2. Emergent Issues:
  - a. Member reported an issue with King Water Billing that resulted in a shut off notification. Process was stopped by the Board. Board will contact King Water to resolve this issue and conduct review of the process.
  - b. Currently we have a member whose water has been shut off for some time. Board needs to review all documentation, correspondence, and documents to verify the association properly followed all laws and procedures.
3. Held discussion to identify and prioritize the actions the Board should be pursuing. The following tasks were identified as our top three to be accomplished by next Annual Membership Meeting.
  - a. Complete Financial Review and Audit (by outside entity) of 2021 and 2022 financials.
  - b. Form ByLaw Committee, complete review, and have ready for Membership review and vote
  - c. Annual Board Elections review our current procedures and improve the process of nominating, reviewing, and voting members to the Board. We also must review and improve, if necessary, the existing procedures to minimize vacancies and maintain a full Board.

- **Motion to Adjourn meeting**

Motion made by L Vesser

Seconded by S Hall

Carried by unanimous vote

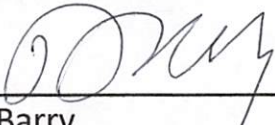
Meeting adjourned at 11:50am

Submitted by

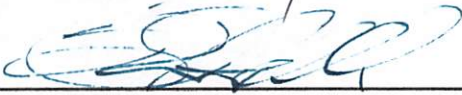
Genelly Carranza

Driftwood Heights Secretary

Approved by



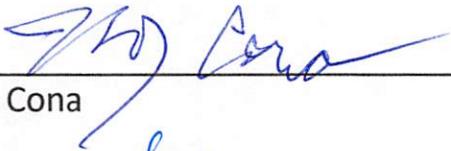
Randy Barry



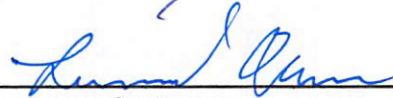
Sherri Hall



Genelly Carranza



Mike Cona



Leonard Visser