

**Driftwood Heights Association
Board Meeting Minutes
Wednesday 04/23/2023**

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 complete routine business from Apr 12, 2023 meeting. Open discussion on urgent issues that board members may have. Prioritize and assign responsibility for addressing those issues.

- **Meeting called to order at 9:45AM pm by President**
- **Roll Call Present:**
 - President (R. Barry)
 - Treasurer (S. Hall)
 - Secretary (G. Carranza)
 - VP Ops (M. Cona)
 - VP Buildings & Grounds (L. Visser)

Review and approval of 4/12/2023 Board Meeting minutes.

Motion: M. Cona

Second: L. Visser

Vote: Yeas 5 /Nays 0

Motion Carried

- **Emergent Business**
 1. Discussed Board member positions and the best fits with current board members to those positions. Also reviewed was staggering of positions to stabilize the board member turnover and allow for continuity of experience and knowledge of operations and procedures. G. Carranza expressed the desire to move to the Water Quality position as she felt

that she was better suited for that position as opposed to the current secretary position. She stated that someone with more experience in the duties and responsibilities of the secretary position would be more beneficial to the board. It would also stagger the terms of the secretary and treasurer position. It was recommended that G. Carranza take on the Water Quality position and continue as secretary until May 13, 2023 meeting. At that time the membership will vote to confirm her in the Water Quality position and open nominations for secretary.

Motion: L. Visser

Second: M. Cona

Vote: Yeas 5 /Nays 0

Motion Carried

2. Treasurer 2022 Final Financial Report and 2023 Budget for Membership approval. Some additional recommendations and comments made by the board to make it look more like the document that was presented at last year's annual meeting. Those changes will be reviewed and incorporated by the treasurer. Revised document to be sent to board for final approval by the end of the month and will be used in this year's annual membership meeting.
3. Review of Billing Issues and procedures. Reviewed our current billing process and found issues that need review and correction. A draft process was written. The president will smooth and send to the board for review and approval. It will be sent to King Water to verify they can follow the procedure. Once finalized, (must be completed by Friday, May 5, 2023) it will be put on website as a formal Driftwood heights Assn. Policy. The policy will be reviewed at the May 13th Annual Meeting. Due to the numerous billing issues with the Mar 1, 2023 billing cycle, no late payment fees will be assessed against membership. Any member who has already paid the late fee will have it credited to their account toward next payment. If the member would like the payment reimbursed, information will be provided on how to make the request in the May 13, 2023 Annual Meeting letter.

4. Treasurer provided Review of Opportunity Council Energy/Utility Services Program.
5. Received Lawyer review of last Bylaws changes, Board members will conduct review and comment, must be completed by Wed. Apr. 26, 2023. Any new issues or changes will be immediately discussed with our lawyer. When complete, a side barred marked up copy will be made and placed on our website (ECD Fri. Apr 28, 2023). Email notifications will be sent out to subscribers for membership review. Members will additionally be informed of this action in the May 13th Annual Membership letter. If a member does not have access to view the website copy, they may contact the board to request a copy. The contact person will be listed on website and in the letter.
6. Discuss topics and sequence for May 13th Annual Membership meeting. The following is an initial proposal. It was also determined that it will be necessary to schedule an additional special membership meeting for June 2023 to discuss Engineering Assessment and Water System Upgrade.

Draft Agenda:

- a. Open meeting, Welcome to members, Introduce new members.
- b. Bylaws Presentation, Question, answer period.
- c. Bylaw Vote.
- d. 2022 Financial review and 2023 proposed budget.
- e. 2023 Budget Vote.
- f. Review of recent Billing issues and presentation of current Driftwood Heights Association Billing Policies.
- g. Confirmation votes for existing board members. Present nominees for vacant Vice President and Secretary positions. Vote for new board members. If no nominees have been received, we will solicit the membership present at the meetings for nominations. Those nominees will be vetted to ensure they meet all requirements of Bylaws to be elected to a board position. A Special Membership meeting will be scheduled for their election.
- h. Presentation of Engineering Assessment.

- i. Announcement of immediate Board meeting for confirmed and new board members following adjournment of membership meeting.
- j. Request from membership to adjourn

- **Motion to Adjourn meeting**

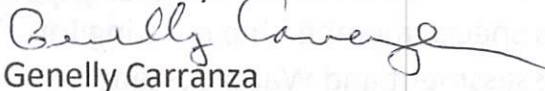
Motion made by: G. Carranza

Seconded by: S. Hall

Vote: Yeas 5 /Nays 0

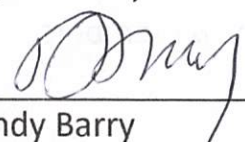
Motion Carried

Submitted by



Genelly Carranza

Driftwood Heights Secretary

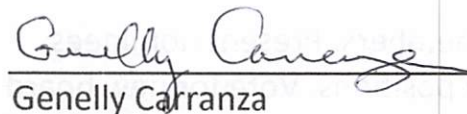
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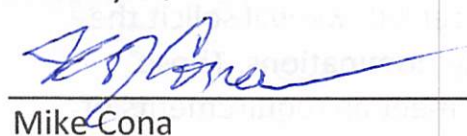
Randy Barry



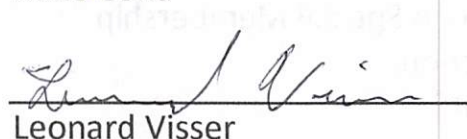
Sherri Hall



Genelly Carranza



Mike Cona



Leonard Visser