SAMPLE ASSOCIATION MEETING MINUTES FOR SHADY OAKS HOMEOWNER’S ASSOCIATION

# MEETING DETAILS

Chairperson: Andria Harding Secretary: Ruby Alexander

Date: March 1, 2021

Time: 7:00 pm

Location: Shady Oaks Community Center Street Address: 3849 Maple Drive.

City: Shady Oaks State: CA Zip: 91284

# ATTENDEES

* + Andria Harding (Chairperson)
  + Ruby Alexander (Secretary)
  + Shawna Tyler (Treasurer)
  + Morgan Bryant (Business Manager)
  + Vanessa Waterman (Resident Committee)
  + Bri Mendez (Municipal Committee)
  + Kim Taylor (Legal Committee)
  + Various Residents

# ABSENCES

* + No absentees.

# CALL TO ORDER

**Welcome** – Speaker Andria Harding – 7:00 pm

Andria welcomed all attendees to the meeting and introduced the HOA board.

**Previous Meeting Minutes** – Speaker Andria Harding – 7:02 pm

Ruby distributed the February meeting minutes and Andria led the attendees in a vote of approval. The attendees voted unanimously to approve the minutes.

**Current Meeting Agenda** – Speaker Andria Harding – 7:09 pm

Ruby distributed the current meeting agenda and Andria led the attendees in a vote of approval. The attendees voted to unanimously approve the minutes.

# REPORTS

**Treasury Report** – Speaker Shawna Tyler – 7:16 pm

Shawna reported the fiscal impact of the community bake sale held on February 14, 2021.

**Resident Committee Report** – Speaker Vanessa Waterman – 7:26 pm Vanessa presented a request from association residents to expand the types and breeds of pets that are allowed in association homes.

**Municipal Committee Report** – Speaker Bri Mendez – 7:35 pm

Bri updated the association about the permit acquisition process for the association’s Memorial Day block party.

# OLD BUSINESS

**Old Business** – Speaker Morgan Bryant – 7:42 pm There was no old business to address for this meeting.

# NEW BUSINESS

**Community Center Remodel** – Speaker Morgan Bryant – 7:43 pm

Morgan gives a presentation on the proposed remodel to the community center.

# OPEN COMMENT

**Lawns** – Speaker Anthony Alpert (Resident) – 7:55 pm

Anthony asked the board if it would be possible to advance the lawn-seeding period from March 15th to March 8th due to the rain that is expected March 11. The board voted unanimously to approve the request.

# ADJOURNMENT

**End of Meeting** – Speaker Andria Harding – 8:00 pm

**Meeting Minutes** – Speaker Ruby Alexander – 8:00 pm

Ruby completed the meeting minutes and Andria approved them.



Minutes submitted by: Print Name: \_Ruby Alexander\_ Approved by: Print Name: \_Andria Harding